## Frederick County's Business Friendly Improvement Areas

## Issues & Opportunities - Action Item List

Initiated January 1, 2011

Updated July 1, 2014

## **Initial Priority Time Frame**

Short (S) = within 90 days or by June 1, 2011
Medium (M) = between 90 - 180 days or by Sept. 1, 2011
Long (L) = more than 180 days or after Sept. 1, 2011

Total Items 265 Completed Items 265

| Issue Type | lssue # |                                                                                                                                                                                                         | Priority | Lead Agency | Support Agency       | Status                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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|            |         | Application & Approval Process                                                                                                                                                                          |          |             |                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| ААР        | 1       | The walk thru permit process needs to be expanded. It is severely limited because Health Department reviews and DUSWM reviews are not done at the Permitting office.                                    |          | HD, DUSWM   | CD                   | COMPLETED: (HD) The walk thru process has been expanded to include the Health Department and DUSWM reviews on some permit types when plumbing is involved. This has been achieved by implementing video conferencing and other ways. This was initiated on December 15, 2011. HD and DUSWM have been eliminated from other walk thru permit types.                                                                                                   |
| ААР        | 2       | Combined plan review and inspections should be done for basic non-residential permits. This should also result in lower fees and as a walk thru permit.                                                 | S        | CD          |                      | COMPLETED: This issue has been addressed in the Expedited Commercial Permit Process presented February 3, 2011. Single agency review and inspection has been implemented for most tenant fit out projects. We have initiated a walk thru process and have lowered fees as well.                                                                                                                                                                      |
| ААР        | 3       | All permits, development review applications and anything else that requires a fee, should be allowed to be paid by credit card.                                                                        | L        | Finance     | CD, IIT              | COMPLETED: Effective April 4, 2013 the Treasure's Office began accepting credit cards, debit cards and online checks for Permit, Inspections, Licensing and Planning & Development Review applications and payments.                                                                                                                                                                                                                                 |
| ААР        | 4       | DUSWM should not be routed site plans for projects that are served by well / septic. The Health Department should not be routed plans for projects that are served by public water / sewer.             | L        | CD          | HD, DUSWM            | COMPLETED: An evaluation was completed and unnecessary and duplicative review agencies were eliminated where possible.                                                                                                                                                                                                                                                                                                                               |
| AAP        | 5       | Simplify the development application process and eliminate or consolidate forms to reduce paperwork where possible.                                                                                     | L        | CD          |                      | COMPLETED: An evaluation was completed and unnecessary and duplicative review agencies were eliminated where possible.                                                                                                                                                                                                                                                                                                                               |
| ААР        | 6       | The process for Ag Buildings, Farm Wineries, Value added Ag Products Processing, etcneeds to be more predictable and provided for with easy to understand written procedures.                           |          | CD          |                      | <b>COMPLETED:</b> Simplified permit applications and review processes have been established along with a questionnaire for Ag Building permits.                                                                                                                                                                                                                                                                                                      |
| ААР        | 7       | SHA should not be routed sign permits as long as it is not within SHA right-ofway.                                                                                                                      | S        | CD          |                      | <b>COMPLETED:</b> SHA and CD reached a mutual understanding that establishes it is no longer necessary for SHA to receive or review sign permits if not in SHA right of-way. This change became effective April 28, 2011.                                                                                                                                                                                                                            |
| AAP        | 8       | Faster review timeframes should be established or prioritized for those projects utilizing Federal Stimulus money.                                                                                      | М        | CD          |                      | <b>COMPLETED:</b> Completion of a number of other BFIA items resulted in a positive impact to the review timeframes including projects utilizing Federal stimulus money.                                                                                                                                                                                                                                                                             |
| ААР        | 9       | All review agencies should be required to attend the TAC (Technical Advisory Committee) meetings and those attending must be qualified agency representatives and have the authority to make decisions. |          | CD          | HD, DUSWM and others | COMPLETED: A memo (Subject: Technical Advisory Committee (TAC) meetings "Agency Participation") from Acting County Manager was sent to county staff on May 23, 2011. The memo advised that all agencies should be present and fully participate in TAC meetings. It further clarified that staff be solution oriented and focus on problem resolution at the TAC meetings. Since that time, TAC meetings have been well attended by needed agencies. |

| Issue Type | e Issue # |                                                                                                                                                                                                                                                                                                                                                                                                                              | Priority | Lead Agency              | Support Agency              | Status                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| ААР        | 10        | Lack of all applicable review agencies being present at TAC meetings defeats purpose of TAC meetings and results in lack of communication of otherwise readily identifiable agency review and permitting requirements.                                                                                                                                                                                                       | S        | CD                       | HD, DUSWM and others        | COMPLETED: A memo (Subject: Technical Advisory Committee (TAC) meetings "Agency Participation") from Acting County Manager was sent to county staff on May 23, 2011. The memo advised that all agencies should be present and fully participate in TAC meetings. It further clarified that staff be solution oriented and focus on problem resolution at the TAC meetings. Since that time, TAC meetings have been well attended by needed agencies. |
| ААР        | 11        | Submittal checklists should be provided from all review agencies involved in a project so that clearer direction is received from the beginning.                                                                                                                                                                                                                                                                             | ι        | CD, HD, DUSWM and others |                             | COMPLETED: The CDD, HD, DUSWM and others have created checklists for development and permitting applications and they are available on the website.                                                                                                                                                                                                                                                                                                  |
| ААР        | 12        | There are far too many review agencies in both the development review process and the permitting process. This adds to higher fees, longer review timeframes, conflicting reviews and the lack of a single agency to solve problems.                                                                                                                                                                                         | ı        | CD                       | HD, DUSWM and others        | <b>COMPLETED:</b> An evaluation was completed and unnecessary and duplicative review agencies were eliminated where possible.                                                                                                                                                                                                                                                                                                                        |
| AAP        | 13        | Consider establishing a "green tape" program similar to what is done in Leesburg to expedite projects.                                                                                                                                                                                                                                                                                                                       | S        | CD                       |                             | COMPLETED: This issue has been addressed in the Expedited Commercial Permit Process presented February 3, 2011.                                                                                                                                                                                                                                                                                                                                      |
| ААР        | 14        | The overall process and time it takes to get through the development review process is unreasonable. There are too many agencies involved and not one that has final decision making authority when conflicts arise or breakdowns occur. We need a one stop shop.                                                                                                                                                            | L        | CD                       | HD, DUSWM and others        | COMPLETED: An evaluation was completed and unnecessary and duplicative review agencies were eliminated where possible.                                                                                                                                                                                                                                                                                                                               |
| ААР        | 15        | Lack of submittal checklists from all reviewing agencies results in plans needlessly receiving comments and being re-submitted for multiple, additional reviews, which additional reviews would be unnecessary if check lists were provided from the outset.                                                                                                                                                                 |          | CD, HD, DUSWM and others |                             | COMPLETED: The CDD, HD, DUSWM and others have created checklists for development and permitting applications and they are available on the website.                                                                                                                                                                                                                                                                                                  |
| ААР        | 16        | There should be a fast-track site plan review and permitting process for any employer, current or new, whose land use will add 20 new jobs to the Frederick County employment base or for any use requiring a permit that is paid for in whole or in part by Federal/State stimulus money                                                                                                                                    | L        | CD                       | HD, DUSWM and others        | COMPLETED: This item has been addressed through the numerous code amendments, fee reductions, and policy and procedure creation that have led to streamlined review and approval for site plan projects. Based on these changes a separate fast track process for site plans is not needed and staff continues to expedite and simplify site plan reviews when possible.                                                                             |
| ААР        | 17        | Permitting and Development Review web site for communicating status of plan and permit reviews needs to be updated for name and contact information for review rep who has denied or placed a "hold" on plans or requires additional information.                                                                                                                                                                            | L        | CD                       | ΙΙΤ                         | COMPLETED: All possible website in-house updates have been completed. Any further changes will be made when new software is implemented.                                                                                                                                                                                                                                                                                                             |
| ААР        | 18        | Lack of all County review agencies being represented in a single facility limits County ability to offer one-stop, walk-through permit review and approval.                                                                                                                                                                                                                                                                  | L        | CD, HD, DUSWM            |                             | COMPLETED: The Community Development Division consolidation has been completed and many agencies are now located at 30 NMS. Since relocation of HD and DUSWM was determined to not be cost effective other options (video conferencing) have been developed to increase walk thru approvals.                                                                                                                                                         |
| ААР        | 19        | Change requirement that separate checks be issues and paid at different locations even when "payee" is same, e.g. building permit fee and water meter fee. Both are payable to "Frederick County, MD", but water meter fee must be paid at DUSWM offices and must allow 5 days after filing permit to enable information regarding tap fee payments to be entered into Hansen system, even when tap fees have been pre-paid. | M<br>L*  | DUSWM                    | CD, Finance<br>CD, Finance* | COMPLETED: Implemented June 3, 2011, all water/sewer capacity fees may also be paid at Treasurer's Office, 30 North Market. Fees continue to be calculated and input into Hansen by DUSWM staff but payment can be made at either location (DUSWM or Treasurer's Office). If related to walk-thru permit, fees may also be paid on the same check as other permit fees. Advertised by "word-of-mouth" and signage at both DUSWM and Permits Office.  |

| Issue Type | Issue # |                                                                                                                                                                                                                                                                                                                                                                                                        | Priority | Lead Agency | Support Agency       | Status                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| AAP        | 20      | There is the uniform perception within the regulated community that the<br>number of agencies reviewing site plans and permits and their time frames for<br>doing so are excessive.                                                                                                                                                                                                                    | L        | CD          | HD, DUSWM and others | <b>COMPLETED:</b> An evaluation was completed and unnecessary and duplicative review agencies were eliminated where possible.                                                                                                                                                                                                                                                                                                                                        |
|            |         | Adequate Public Facilities Ordinance - APF                                                                                                                                                                                                                                                                                                                                                             |          |             |                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| APF        | 1       | Vesting of capacity should be forever — or much longer than it is now (if a developer mitigates an improvement then they should have the ability to build out based on making that improvement regardless of when they want to build).                                                                                                                                                                 | М        | CD          |                      | COMPLETED: An Ordinance to modify the APFO to address this request was adopted by the BOCC on September 6, 2011.                                                                                                                                                                                                                                                                                                                                                     |
| APF        | 2       | A project should only be required to mitigate a proportionate improvement based on the capacity they create and not other deficiencies created by background conditions or others. (A project should not be required to mitigate beyond the impact being created).                                                                                                                                     | М        | CD          |                      | COMPLETED: An Ordinance to modify the APFO to address this request was adopted by the BOCC on September 6, 2011.                                                                                                                                                                                                                                                                                                                                                     |
| APF        | 3       | Imposition of County APFO policy as pertains to schools on municipalities has resulted in a new low in relations between County and Municipalities. Municipalities resent the heavy-handed fashion in which an action they regard as illegal was imposed, and they see BOE/BOCC declining to redistrict excess school capacity as being principal reason why failing APFO School test is so prevalent. | S        | CD          |                      | <b>COMPLETED:</b> An Ordinance to Repeal the application of APFO schools test within the municipalities was approved on March 1, 2011.                                                                                                                                                                                                                                                                                                                               |
| APF        | 5       | Revisit and revise APFO road test standards.                                                                                                                                                                                                                                                                                                                                                           | М        | CD          |                      | <b>COMPLETED:</b> An Ordinance to modify the APFO to address this request was adopted by the BOCC on September 6, 2011.                                                                                                                                                                                                                                                                                                                                              |
| APF        | 6       | Requirement to mitigate or pay to mitigate existing conditions to a degree greater than incremental impact of project. and risk that credit for having mitigated an impact or provided for APFO infrastructure will be lost if plan validity expires.                                                                                                                                                  | М        | CD          |                      | <b>COMPLETED:</b> An Ordinance to modify the APFO to address this request was adopted by the BOCC on September 6, 2011.                                                                                                                                                                                                                                                                                                                                              |
| APF        | 7       | Lack of APFO adequacy for particular aspects of infrastructure have been used to prevent approval for those aspects of infrastructure which are adequate, thereby needlessly extending the amount of time required for securing approvals once all APFO tests can be satisfied.                                                                                                                        | М        | CD          | DUSWM                | COMPLETED: An Ordinance to modify the APFO to address this request was adopted by the BOCC on September 6, 2011.                                                                                                                                                                                                                                                                                                                                                     |
| APF        | 8       | Discuss Minor subdivision definition (especially with respect to APFO requirements)                                                                                                                                                                                                                                                                                                                    | ι        | CD          |                      | COMPLETED: An Ordinance (effective October 1, 2012) was adopted or September 27, 2012 to update and amend the subdivision regulations .                                                                                                                                                                                                                                                                                                                              |
| APF        | 9       | Change of use occupancy permits should be simplified and expedited. Complicated site plans should not be required. This includes but is not limited to those uses that are permitted in the Zoning Ordinance.                                                                                                                                                                                          | S        | CD          |                      | COMPLETED: This issue has been addressed in the Expedited Commercial Permit Process presented February 3, 2011. We have initiated a walk thru process, eliminated the need for many site plans and added flexibility to our "use" determinations.                                                                                                                                                                                                                    |
| APF        | 10      | System-wide school capacity utilization is 89% and falling, but virtually all school districts fail APFO testing because BOE will not redistrict. Poor stewardship of school system and tax payer resources.                                                                                                                                                                                           | ι        | CD          |                      | COMPLETED: This issue has been addressed with the adoption of the Schoo Mitigation Impact Fee APFO Revisions Ordinance 11-18-584. The adoption of this ordinance removes the barrier when a school is over capacity by allowing a development to pay an option to proceed. In addition, the BOCC has expressed interest in requesting the BOE develop a policy whereby Countywide Schoo Capacity is reviewed periodically, even without the opening of a new school. |
| APF        | 11      | Allow APFO exemption for senior housing to apply to households with at least one resident over 55, instead of requiring that all residents be over 62, i.e., go back to the old rules.                                                                                                                                                                                                                 | М        | CAO         | CDD                  | COMPLETED: This was addressed through Adoption of Ordinance 11-17-583 To Amend the Adequate Public Facilities Ordinance of Frederick County, Maryland, Codified in Chapter 1-20 of the Frederick County Code to Change the Requirements for the Senior Housing Exemption From School Adequacy Testing Effective Date: July 19, 2011.                                                                                                                                 |

| Issue Type | Issue # |                                                                                                                                                                                                                                                                                                       | Priority | Lead Agency | Support Agency | Status                                                                                                                                                                                                                                                                                             |
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| APF        | 12      | To allow for APFO approval to be approved by BOCC as part of a DRRA (Note: this may be an APFO and/or other Code (i.e., DRRA) Change as well                                                                                                                                                          |          | CDD/CAO     |                | COMPLETED: The Planning Commission public hearing was held on February 8, 2012 and the BOCC approved this on February 21, 2012.                                                                                                                                                                    |
| APF        | 13      | Amend School Construction Fees Section to remove the transitional provisions restriction                                                                                                                                                                                                              |          | CDD/CAO     |                | COMPLETED: A BOCC worksession on this item was held May 10, 2012. The Planning Commission public hearing was held June 13, 2012 and the BOCC approved this June 19, 2012.                                                                                                                          |
| APF        | 14      | Amend the APFO and Impact Fees to delete automatic adjustment provisions                                                                                                                                                                                                                              |          | CDD/CAO     |                | COMPLETED: A BOCC worksession on this item was held May 10, 2012. The Planning Commission public hearing was held June 13, 2012 and the BOCC approved this June 19, 2012.                                                                                                                          |
| APF        | 15      | The process to currently require a separate FRO and APFO exemption application and fee with each final plat application adds unnecessary fees and processes. The project would have already received those approvals at Preliminary Plan approval.                                                    |          | CD          |                | COMPLETED: Staff has identified a policy change to simply route final plats with two additional review agencies (APFO and FRO) and not require a separate application and fee. Compliance of FRO and APFO is now done by staff on the final plat application without charging any additional fees. |
|            |         | Forest Resource Ordinance - FRO                                                                                                                                                                                                                                                                       |          |             |                |                                                                                                                                                                                                                                                                                                    |
| FRO        | 1       | To meet FRO requirements, applicants are required to post a bond equal to the amount of the cost estimate. Consider allowing applicants to post a reduced bond amount (50%?) — provided they apply for a FRO inspection permit, complete the forest improvements and pass an installation inspection. | М        | CD          |                | COMPLETED: FRO Text Amendment (FT-11-01) was adopted on July 28, 2011 which addressed this issue.                                                                                                                                                                                                  |
| FRO        | 2       | Requirements to mitigate forest resource loss at a greater ratio for off-site replacement than for on-site replacement.                                                                                                                                                                               | М        | CD          |                | COMPLETED: FRO Text Amendment (FT-11-01) was adopted on July 28, 2011 which addressed this issue.                                                                                                                                                                                                  |
| FRO        | 3       | Environmental standards should not be more strenuous than Federal/State regulations (i.e. floodplain buffers).                                                                                                                                                                                        | М        | CD          |                | COMPLETED: FRO Text Amendment (FT-11-01) was adopted on July 28, 2011 which addressed this issue.                                                                                                                                                                                                  |
| FRO        | 4       | Evaluate the provisions of the Forest Resource Ordinance                                                                                                                                                                                                                                              | М        | CD          |                | COMPLETED: FRO Text Amendment (FT-11-01) was adopted on July 28, 2011 which addressed this issue.                                                                                                                                                                                                  |
| FRO        | 5       | Change Forest Resource Ordinance to be consistent with staff recommendations, which opposed most recent change in FRO Ordinance instituted by prior BOCC                                                                                                                                              | М        | CD          |                | COMPLETED: FRO Text Amendment (FT-11-01) was adopted on July 28, 2011 which addressed this issue.                                                                                                                                                                                                  |
| FRO        | 6       | 1:1 Ratio, Mitigation, Replacement for FRO needs to be revisited.                                                                                                                                                                                                                                     | М        | CD          |                | COMPLETED: FRO Text Amendment (FT-11-01) was adopted on July 28, 2011 which addressed this issue.                                                                                                                                                                                                  |

| Issu | ue Type | Issue # |                                                                                                                                                                                                                                                       | Priority | Lead Agency | Support Agency | Status                                                                                                                                                                                                                                                                                                        |
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|      | FRO     | 7       | Line K* (All remaining lands to be placed in easements) of FRO calculation worksheet should be evaluated.                                                                                                                                             | М        | CD          |                | COMPLETED: FRO Text Amendment (FT-11-01) was adopted on July 28, 2011 which addressed this issue.                                                                                                                                                                                                             |
|      | FRO     | 8       | Use State Standards for FRO                                                                                                                                                                                                                           | М        | CD          |                | COMPLETED: FRO Text Amendment (FT-11-01) was adopted on July 28, 2011 which addressed this issue.                                                                                                                                                                                                             |
|      | FRO     | 9       | The process to currently require a separate FRO and APFO exemption application and fee with each final plat application adds unnecessary fees and processes. The project would have already received those approvals at Preliminary Plan approval.    |          | CD          |                | COMPLETED: Staff has identified a policy change to simply route final plats with two additional review agencies (APFO and FRO) and not require a separate application and fee. Compliance of FRO and APFO is now done by staff on the final plat application without charging any additional fees.            |
|      |         |         | Permits - PER                                                                                                                                                                                                                                         |          |             |                |                                                                                                                                                                                                                                                                                                               |
|      | PER     | 1       | The Liquor Board inspection process by the Fire Marshal is duplicative to the occupancy inspection process performed by the Permit & Inspection Department / Office of Life Safety.                                                                   | S        | CD          | DFRS           | COMPLETED: The duplicative liquor board inspection process has been eliminated. Following a pilot program, all responsibilities related to a building permit have been transferred to OLS. The effective date was October 17, 2011.                                                                           |
|      | PER     | 2       | Permits and permit applications that have expired or which are needed in order to complete work that started on a previous permit, should be allowed to be extended with minimum fee retroactively in many cases.                                     | S        | CD          |                | COMPLETED: Resolution 11-12 was approved on May 26, 2011 by the BOCC. The Resolution approved an alternate fee schedule and language allowing permits and permit applications that have expired or which are needed in order to complete work to be extended with a minimum fee, in many cases retroactively. |
|      | PER     | 3       | Home occupation permits for in-home day cares with 8 or less children should not be required since they are regulated (permitted and inspected) by the State.                                                                                         | L        | CD          |                | COMPLETED: This issue has been addressed. An Ordinance was approved on April 17, 2012 (effective April 27, 2012) that includes amendments to the zoning ordinance to address this issue.                                                                                                                      |
|      | PER     | 4       | Identify and distribute the minimum expectations that the building, plumbing and electrical inspector will need to see completed in order for an inspection to be performed.                                                                          |          | CD          |                | <b>COMPLETED</b> : These lists have been completed and are available to contractors, homeowners and others.                                                                                                                                                                                                   |
|      | PER     | 5       | Identify and distribute a top ten list of most common problems identified when performing building, plumbing and electrical inspections against certain permit types or installations.                                                                | М        | CD          |                | <b>COMPLETED:</b> These lists have been completed and are available to contractors, homeowners and others.                                                                                                                                                                                                    |
|      | PER     | 6       | Revisit building permit refund policy. If a permit is issued and an inspection has been performed, then no refund is given if the permit is abandoned. Then, if another permit is obtained to complete the work all new fees are required to be paid. | c        | CD          |                | COMPLETED: Resolution 11-12 was approved by the BOCC on May 26, 2011. The Resolution approved an alternate fee schedule and language revising the building permit refund policy to allow refunds to be given against an abandoned permit even if an inspection has been performed.                            |
|      | PER     | 7       | Demolition permit fees are excessive                                                                                                                                                                                                                  | М        | CD          |                | COMPLETED: Resolution 11-12 was approved by the BOCC on May 26, 2011. The Resolution approved an alternate fee schedule which included lowering demolition permit fees to a more reasonable amount.                                                                                                           |

| Issue Type | Issue # |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Priority | Lead Agency | Support Agency | Status                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| PER        | 8       | The process for tenant changes that are not walk-through permits and are community water or sewer are far too complicated and burdensome. From the DUSWM webpage:  All businesses new, relocating or expanding who are connected to or going to be connect to the Frederick County Sewer System are required under the Frederick County Industrial Waste Ordinance 92-12-047 to provide specific information. Any commercial sewer user discharging wastewater other than hand washing and toilet flushing will need the Authorized Signatory Form, Industrial Waste Survey and the Spill Management Plan. Commercial Sewer users having only hand washing and toilet flushing MUST complete Sections I and II of the Industrial Waste Survey and then sign the Certification Statement on Page 5. | М        | DUSWM       | CD             | COMPLETED: Internal review and update of the Industrial Wastewater Pretreatment Ordinance along with review of the IWS Form has been completed and many meetings were held with businesses and stakeholders. DUSWM requires the completion of the IWS to keep contact information for industrial users current and determine which, if any, users may require discharge permits based upon the potential to adversely affect the wastewater treatment plant and environment. Revised Ordinance adopted by the BOCC on December 19, 2012 with an effective date of January 15, 2013. |
| PER        | 9       | Revise the County plumbing code to exempt certain plumbing appliances (dishwashers, etc) from the requirement to get a plumbing permit and inspection.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | S        | CD          |                | <b>COMPLETED</b> : A Plumbing Code amendment to exempt certain plumbing appliances from the requirement to obtain a permit and an inspection was approved on March 1, 2011.                                                                                                                                                                                                                                                                                                                                                                                                         |
| PER        | 10      | Eliminate necessity for permit to accomplish certain type of appliance and plumbing maintenance and replacements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | S        | CD          |                | <b>COMPLETED:</b> A Plumbing Code amendment to exempt certain plumbing appliances and maintenance and replacements from the requirement to obtain a permit and an inspection was approved on March 1, 2011.                                                                                                                                                                                                                                                                                                                                                                         |
| PER        | 11      | Definition of agriculture building                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | L        | CD          |                | <b>COMPLETED:</b> This issue was addressed with the new code updates that became effective July 1, 2012.                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| PER        | 12      | Where "blanket" plans are involved, policy of not reviewing submitted plans unless necessitated by a pending permit, needlessly adds 2-3 weeks to the permit issuance cycle the first time that a permit under the "stored, but unreviewed" blanket plan is processed for a building permit.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | L        | CD          |                | COMPLETED: Blanket plans are approved with the first permit associated with a particular model. Subsequent permits for the same model are issued based on prior blanket plan approval in less than one week, thereby eliminating weeks from the process.                                                                                                                                                                                                                                                                                                                            |
| PER        | 13      | Provide notice and a comment period for proposed building code changes and do not rely solely on "Outreach Meetings" or the Permit and Dev. Rev web site to insure that builders and trade partners receive notice of change and opportunity to comment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |          | CD          |                | COMPLETED: The 2012 Building Code Adoption Process and schedule were established. Notice was given to the FCBA and they participated in all meetings. All information was posted on-line, at the customer service counter and at the work stations where applicants complete permit applications.                                                                                                                                                                                                                                                                                   |
| PER        | 14      | Intact adoption of model building codes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | L        | CD          |                | COMPLETED: Staff worked with a building code committee, including representatives from FCBA, to adopt model building codes. They became effective July 1, 2012.                                                                                                                                                                                                                                                                                                                                                                                                                     |
| PER        | 15      | Time consuming, expensive and needless plan submittal requirements for simple, permitted accessory uses. (e.g. propane tank) for simple, permitted accessory uses. (e.g. propane tank)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | М        | CD          |                | COMPLETED: Plan submittal process has been simplified only requiring plot plans and a hand sketch for simple permitted accessory uses and these are now processed with building permits and are not required to be approved prior to application.                                                                                                                                                                                                                                                                                                                                   |
| PER        | 16      | Permitting requirements for insurance work related to in-kind re-placement are costly and time-consuming, especially when site plan submittal is required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | М        | CD          |                | <b>COMPLETED:</b> Ordinance #09-05-509 has been adopted and allows structures destroyed by a catastrophic event to be reconstructed, in certain circumstances, without full site plan review.                                                                                                                                                                                                                                                                                                                                                                                       |
| PER        | 17      | Eliminate "insulation inspection" on a new home if that home already has a third party "sustainability" inspector performing thermal integrity check list inspection and duct blast and blower door tests.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | S        | CD          |                | <b>COMPLETED:</b> Permits & Inspections has adopted a policy to accept independent inspection agencies reports in these circumstances. The policy was adopted on May 3, 2011.                                                                                                                                                                                                                                                                                                                                                                                                       |
| PER        | 18      | Eliminate limitation on number of bends in the pipe run of a radon collection system.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | S        | CD          |                | COMPLETED: There is no longer a limitation on the number of bends as long as the pipe continues to run vertically.                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| PER        | 19      | Rationale for licensed plumber to obtain a separate license to install a septic system. Issue relates to seemingly needless licensing requirement, cost of same and limited license duration.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | L        | CD          |                | <b>COMPLETED</b> : An Ordinance was adopted on September 29, 2011 to eliminate the requirement for a licensed plumber to obtain a separate license to install a septic system.                                                                                                                                                                                                                                                                                                                                                                                                      |

| Issue Type | Issue # |                                                                                                                                                                                                                                                                                                 | Priority | Lead Agency            | Support Agency                  | Status                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| PER        | 20      | Combine two plumbing permits required for residential home construction into one. Items covered by both permits are inspected by the same party.                                                                                                                                                | S        | CD                     |                                 | COMPLETED: Only one plumbing permit is now required when one plumber is performing the on-site residential utility work and the plumbing work. This became effective July 1, 2011.                                                                                                                                                                                                                                                                                                                                                                                              |
| PER        | 21      | The process to gain approval to install a propane tank is too complicated. Site plan and other submittal requirements should not be required.                                                                                                                                                   | М        | CD                     |                                 | COMPLETED: Plan submittal process has been simplified only requiring plot<br>plans and a hand sketch for simple permitted accessory uses and these are now<br>processed with building permits and are not required to be approved prior to<br>application.                                                                                                                                                                                                                                                                                                                      |
| PER        | 22      | Need to process additional application types via the walk through process. This includes tenant fit out projects both on well & septic and those on public water / sewer. All applications should be processed and reviewed at one location.                                                    | L        | CD, DUSWM, HD          |                                 | COMPLETED: (HD) The walk thru process has been expanded to include the Health Department and DUSWM reviews on some permit types when plumbing is involved. This has been achieved by implementing video conferencing and other ways. This was initiated on December 15, 2011. HD and DUSWM have been eliminated from other walk thru permit types.                                                                                                                                                                                                                              |
| PER        | 23      | Temporary Land Use permits should be simplified and expedited.                                                                                                                                                                                                                                  | L        | DEM, CD                |                                 | COMPLETED: Temporary Land Use Permits have been simplified and expedited.<br>The formal application is accepted by Zoning, routed to all relevant stakeholders<br>for review and comment and tracked through the Hansen permitting software.<br>This is typically completed within 1-2 weeks for smaller impact uses and no<br>more than 4 weeks for larger impact events.                                                                                                                                                                                                      |
| PER        | 24      | Recommendations from the FCBA relative to building code changes need to be given more consideration.                                                                                                                                                                                            | L        | CD                     |                                 | COMPLETED: The 2012 Building Code Adoption Process and schedule were established. Notice was given to the FCBA and they participated in all meetings. All information was posted on-line, at the customer service counter and at the work stations where applicants complete permit applications. Additionally, permits and inspections outreach meetings are held regularly to address any concerns.                                                                                                                                                                           |
| PER        | 25      | It is unreasonable to require a permit (and submit 10 copies of a site plan) for a job site trailer.                                                                                                                                                                                            | М        | CD                     |                                 | <b>COMPLETED:</b> Site plans are no longer required and we now accept a plot plan or hand sketch. Also only require 3 copies and do not require signed and sealed drawings.                                                                                                                                                                                                                                                                                                                                                                                                     |
| PER        | 26      | The duplicate process of DUSWM providing an additional inspection to confirm the plumbing fixtures that were permitted to be installed were actually installed is unnecessary and results in extra time and cost.                                                                               | L        | DUSWM                  | CD                              | COMPLETED: DUSWM has eliminated the use of the "pre-count" between tenants. DUSWM also timing our final inspection as close to the final plumbing inspection as possible to streamline the timing.                                                                                                                                                                                                                                                                                                                                                                              |
| PER        | 27      | The cost of tap fees for non-residential permits are unreasonably high especially for tenant fit-out applications. The fees add thousands of dollars to the cost of obtaining a building permit. Many tenants aren't aware of how excessive they are and find out only after a lease is signed. | М        | DUSWM                  | CD                              | COMPLETED: Meeting held for 7/29/11 with Health Department and DUSWM representatives. Advertised issue & attended CD Permitting Outreach meeting on 8/19/11. One comment received (re: working through commercial real estate agents). At 8/22/11 meeting with CDD working to create checklist/description of fees/CAFs, etc., to be included in CDD's tenant fit-out information. The referenced FAQs handout was coordinated with Business Retention and got final approval from Sandy Wagerman of their office in January 2013. The handout is available on DUSWM's website. |
| PER        | 28      | The requirement for tap fees to be paid at DUSWM's facility at Metropolitan Court is very inconvenient to applicants and delays permit issuance.                                                                                                                                                | М        | DUSWM                  | CD, Finance<br>CD, HD, Finance* | COMPLETED: Payments accepted at 30 North Market, starting June 1, 2011.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| PER        | 29      | The requirement for on-site water and sewer to be 100% complete and operational prior to the release of a building permit is unreasonable and a very strict requirement of the County. This is not required any place else in the State.                                                        | ι        | DUSWM, County Attorney | HD                              | COMPLETED: DUSWM, County Attorney & CD met with business community representatives on several occasions. In an email dated 6/5/2014, the FCBIA stated, "FCBIA believes the Building Permit Review/Approval for Model Homes (without water and sewer service immediately available at the time of permit application) policy meets the intent of BFIA - PER 29 and we consider the Item complete."                                                                                                                                                                               |

| Issue Type | Issue # |                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Priority | Lead Agency | Support Agency | Status                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| PER        | 30      | Additional building plans are required to be submitted on non-residential applications in order for DUSWM to calculate fees. This adds cost and delays to issuing the permit since this isn't performed at the permitting office.                                                                                                                                                                                                                    | L        | DUSWM       | CD             | COMPLETED: DUSWM & CD met on April 26, 2001 and August 22, 2011 to discuss. CDD (Permits) will accept paper plans at the time of permit application. DUSWM will accept *.PDF plans on CD; plans may be submitted at either DUSWM or delivered at 30 N. Market. Can be submitted in either paper or electronic format. May also be e-mailed to DUSWM: Submittals@FrederickCountyMD.gov (a departmental mailbox). Information advertised by "word-of-mouth" and by signage at the Permits Office.                                                                                                                                                                                           |
| PER        | 31      | There is no policy to refund permit fees for the Health Department or DUSWM in cases where the work is not completed or even when the permit is denied or application suspended.                                                                                                                                                                                                                                                                     | М        | HD, DUSWM   | CD, Finance    | COMPLETED: HD has a written policy on refunds and has designated a POC for CD regarding questions regarding refunds. HD does not refund fees once a review, site visit, or inspection has been completed. DUSWM refund policy has been provided as well.                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| PER        | 32      | Eliminate plumbing fixture fees and any related use fee associated with plumbing fixture count if/when an added fixture exceeds the requirements of building code and reasonably does not contribute to an increase in consumption of utility services.                                                                                                                                                                                              | L        | DUSWM       | CD             | COMPLETED: Advertised and attended CD Outreach meeting on 8/22/11. One comment received regarding eliminate fees for 'convenience' fixtures. Fees under review as part of water and sewer rate update by MFSG. Though not a direct reduction in the Capacity Fee, the review and adjustments made to the Capacity Adjustment Factors (CAFs) were approved by the BoCC on 8/9/2012, effective 8/16/2012. This results in lower total capacity fees for most business types. No way to avoid payment of fees for those fixtures considered by the property owner to be "convenience fixtures" however the use of these fixtures in the calculation contributed to the decrease in the CAFs. |
| PER        | 33      | The required Industrial Waste Survey form by DUSWM is far too complicated and unnecessary in many applications.                                                                                                                                                                                                                                                                                                                                      | М        | DUSWM       |                | COMPLETED: Internal review and update of the Industrial Wastewater Pretreatment Ordinance along with review of the IMS Form has been completed and many meetings were held with businesses and stakeholders. DUSWM requires the completion of the IMS to keep contact information for industrial users current and determine which, if any, users may require discharge permits based upon the potential to adversely affect the wastewater treatment plant and environment. Revised Ordinance adopted by the BOCC on December 19, 2012 with an effective date of January 15, 2013.                                                                                                       |
| PER        | 34      | The capacity fees charged by DUSWM are unreasonably high. It is not uncommon for this fee to be several thousand dollars when something simple such as a single toilet is being installed. This fee significantly exceeds the cost of construction and other project costs. This is particularly a hardship when plumbing fixtures are installed as a convenience for the business (i.e. an extra toilet, hand sink, etc.) and not required by code. |          | DUSWM       | CD             | COMPLETED: Advertised and attended CD Outreach meeting on 8/22/11. One comment received regarding eliminate fees for 'convenience' fixtures. Fees under review as part of water and sewer rate update by MFSG. Though not a direct reduction in the Capacity Fee, the review and adjustments made to the Capacity Adjustment Factors (CAFs) were approved by the BoCC on 8/9/2012. Fifetive 8/16/2012. This results in lower total capacity fees for most business types. No way to avoid payment of fees for those fixtures considered by the property owner to be "convenience fixtures" however the use of these fixtures in the calculation contributed to the decrease in the CAFs.  |
| PER        | 35      | A fee should not be charged for Soil Conservation District when they do not perform a review or an inspection (ex. New dwelling applications, Ag Building zoning certificate, etc)                                                                                                                                                                                                                                                                   | L        | CD          | State, CAO     | <b>COMPLETED:</b> This issue has been addressed. The County and SCD have entered into an MOU (approved 5-22-14) that includes a general summary of consistent efficient and streamlined responsibilities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| PER        | 36      | A Soil Conservation District fee is charged for every building permit even though a review is not performed. Consider eliminating this fee.                                                                                                                                                                                                                                                                                                          | L        | CD          | State, CAO     | <b>COMPLETED:</b> This issue has been addressed. The County and SCD have entered into an MOU (approved 5-22-14) that includes a general summary of consistent efficient and streamlined responsibilities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| PER        | 37      | The certificate of occupancy issuance process in municipalities needs to be simplified.                                                                                                                                                                                                                                                                                                                                                              | S        | CD          |                | <b>COMPLETED</b> : This issue has been addressed. Certificates are issued electronically to the Towns, reducing the process by days.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

| Issue Type | Issue # |                                                                                                                                                                                                                                                                                                                                                                          | Priority | Lead Agency | Support Agency | Status                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| PER        | 38      | Initiate a procedure that allows refunds to be issued in the case of an over payment from pre written checks or otherwise.                                                                                                                                                                                                                                               | S        | CD          |                | COMPLETED: We have re-evaluated our procedures with regard to customers presenting checks for payments that exceed the actual amount due. Prior, we did not issue refunds. A policy has been implemented where refunds of overpayments can now be made by the County Treasurer's Office at 30 North Market Street.                                                                                                                                                                                                                                                                  |
|            |         | Site Plans - SPL                                                                                                                                                                                                                                                                                                                                                         |          |             |                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| SPL        | 1       | Simplify the site plan requirements for change of use applications that are allowed by the Zoning Ordinance.                                                                                                                                                                                                                                                             | S        | CD          |                | COMPLETED: This issue has been addressed in the Expedited Commercial Permit Process presented February 3, 2011.                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| SPL        | 2       | The parking, lighting and landscaping requirements should not be required to be met on existing sites. Consider a threshold where they should apply, such as when more than 50 % of a site is being redeveloped.                                                                                                                                                         | М        | CD          |                | COMPLETED: Policies and procedures have been created to address this issue.<br>Parking, loading, lighting and landscaping requirements will be evaluated based<br>on the amount of proposed improvement, expansion, or redevelopment. It is<br>applied to the affected area and not in the entire site.                                                                                                                                                                                                                                                                             |
| SPL        | 3       | Revise site plan requirements to accept a simplified plan for simple submissions such as signage changes, accessory structures, propane tanks, generator pads, etc                                                                                                                                                                                                       | М        | CD          |                | <b>COMPLETED:</b> Plan submittal process has been simplified only requiring plot plans and a hand sketch for simple permitted accessory uses and these are now processed with building permits and are not required to be approved prior to application.                                                                                                                                                                                                                                                                                                                            |
| SPL        | 4       | Simplify the site plan requirements so that field changes that need to be reflected on a revised plan can be submitted as a "red-line" or an "as-built" condition. Allow them to be processed during the site compliance inspection and reviewed and approved during that process and prior to occupancy but without the requirement to submit a formal revision or fee. | ٠        | CD          |                | COMPLETED: Process and procedures have been changed to allow minor revisions to be documented without requiring a fee or formal submittal.                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| SPL        | 5       | Landscaping substitutions should not require a revised site plan.                                                                                                                                                                                                                                                                                                        | L        | CD          |                | COMPLETED: Policies and procedures have been created to address this issue.<br>Certain landscaping substitutions can be made without resubmission of an<br>amended site development plan.                                                                                                                                                                                                                                                                                                                                                                                           |
| SPL        | 6       | Not all site plan applications should require an APFO and FRO review or be required to submit and pay for exemption requests.                                                                                                                                                                                                                                            | ι        | CD          |                | <b>COMPLETED:</b> We no longer require APFO and FRO exemption requests and fees to be paid in simple Type II and Type III site plans.                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| SPL        | 7       | The applicant obligations to complete an Industrial Waste Survey are burdensome and excessive.                                                                                                                                                                                                                                                                           | М        | DUSWM       |                | COMPLETED: Internal review and update of the Industrial Wastewater Pretreatment Ordinance along with review of the IWS Form has been completed and many meetings were held with businesses and stakeholders. DUSWM requires the completion of the IWS to keep contact information for industrial users current and determine which, if any, users may require discharge permits based upon the potential to adversely affect the wastewater treatment plant and environment. Revised Ordinance adopted by the BOCC on December 19, 2012 with an effective date of January 15, 2013. |
| SPL        | 8       | Eliminate site plan submittal and significantly reduce time associated with change of tenant or change of use in any commercial zone where the use is a permitted use under zoning and especially where the change of tenants involves no change of use.                                                                                                                 | S        | CD          |                | COMPLETED: This issue has been addressed in the Expedited Commercial Permit Process presented February 3, 2011. Site plan requirements have been eliminated and we have initiated a walk thru process that has reduced the approval time by weeks.                                                                                                                                                                                                                                                                                                                                  |
| SPL        | 9       | There is no rationale for requiring a site plan submittal for in-kind replacement of building or site features such as existing signage and building canopies.                                                                                                                                                                                                           | М        | CD          |                | COMPLETED: Minor site revisions (including replacement of signage and building canopies) no longer require site plan review approval. They are processed by a building permit, sometimes with a sketch plan.                                                                                                                                                                                                                                                                                                                                                                        |
| SPL        | 10      | Change of use applications should be simplified and potentially have different levels of approval and review, depending on the requested change and complexities.                                                                                                                                                                                                        | S        | CD          |                | COMPLETED: This issue has been addressed in the Expedited Commercial<br>Permit Process presented February 3, 2011. Simplified procedures for change of<br>use applications have been implemented.                                                                                                                                                                                                                                                                                                                                                                                   |
| SPL        | 11      | The process to gain approval to install a propane tank is too complicated. Site plan and other submittal requirements should not be required.                                                                                                                                                                                                                            | М        | CD          |                | COMPLETED: Plan submittal process has been simplified only requiring plot plans and a hand sketch for simple permitted accessory uses and these are now processed with building permits and are not required to be approved prior to application.                                                                                                                                                                                                                                                                                                                                   |

| Issue Type | Issue # |                                                                                                                                                                                                                                                                                                                                                                                                     | Priority | Lead Agency | Support Agency   | Status                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| SPL        | 12      | Site plans and improvement plans do not have a long enough approval timeframe.                                                                                                                                                                                                                                                                                                                      | L        | DUSWM       | DUSWM and others | COMPLETE: Site plans approvals have been extended from 2 years to 3 years. Improvement Plans that include public water and sewer are still only good for 1 year. DUSWM has discussed extending this period which may require a Resolution. An update to several DUSWM documents, including the Design Manual for Water and Sewer Facilities is underway. According to the CAO, a public hearing is needed to change the page whereby a one-year approval is stipulated. As an interim measure, since DUSWM does not object to a 2-year approval, this will be handled administratively with no additional fee until such time the larger approval effort is complete. |
| SPL        | 13      | The parking, lighting and landscaping requirements need to be revised. All projects, especially those proposing expansion, should not be subjected to the same standards.                                                                                                                                                                                                                           | М        | CD          |                  | COMPLETED: Policies and procedures have been created to address this issue.<br>Parking, loading, lighting and landscaping requirements will be evaluated based on the amount of proposed improvement, expansion, or redevelopment. It is applied to the affected area and not in the entire site.                                                                                                                                                                                                                                                                                                                                                                     |
| SPL        | 14      | Parking requirements for certain uses (offices uses, etc) need to be reviewed and revised. Our requirements have dropped to 2 ½ per, but the planning commission can approve more, however they need to be of impervious nature. This is unreasonable especially when users needing 4 per. This puts the County at a competitive disadvantage when users are looking for available surface parking. | М        | CD          |                  | <b>COMPLETED:</b> Policies and procedures have been created to address this issue. Parking overflow and pervious materials requirements have been clarified.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| SPL        | 15      | The site plan submission requirements (Type I, II, III) of the Zoning Ordinance are overly burdensome and extremely expensive to have done. The achieve very little in terms of meeting the requirements needed for the review of zoning issues. This is even more burdensome for applicants wanting to expand or redevelop.                                                                        | S        | CD          |                  | COMPLETED: This issue has been addressed through several initiatives including an Ordinance approved on May 17, 2011 (effective May 28, 2011) that includes amendments to the zoning ordinance. The issue will also continue to be refined through the drafting of policies and procedures.                                                                                                                                                                                                                                                                                                                                                                           |
| SPL        | 16      | Allow signage plans to be reviewed along with building permit and without the need to have a formal site plan review.                                                                                                                                                                                                                                                                               | М        | CD          |                  | <b>COMPLETED:</b> Most signage can now be reviewed at building permit stage without requiring a formal site plan submittal or review.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|            |         | Subdivision - SUB                                                                                                                                                                                                                                                                                                                                                                                   |          |             |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| SUB        | 1       | The requirement to construct common driveways prior to lot recordation is not reasonable.                                                                                                                                                                                                                                                                                                           | ι        | CD          |                  | COMPLETED: An Ordinance (effective October 1, 2012) was adopted on September 27, 2012 to update and amend the subdivision regulations. As part of this process this item was identified as an issue that will be resolved through creation of a policy and procedure. Over the next months, Staff will move forward with drafting a policy and procedure to address this issue.                                                                                                                                                                                                                                                                                       |
| SUB        | 2       | Reconsider the development and subdivision restrictions on dead end roads.                                                                                                                                                                                                                                                                                                                          | L        | CD          |                  | COMPLETED: An Ordinance (effective October 1, 2012) was adopted on September 27, 2012 to update and amend the subdivision regulations. The ordinance includes amendments to address this issue.                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| SUB        | 3       | Consider more than a 3 year application/approval period for combined preliminary / final plats or provide a process that allows for an extension.                                                                                                                                                                                                                                                   | L        | CD          |                  | COMPLETED: An Ordinance (effective October 1, 2012) was adopted on September 27, 2012 to update and amend the subdivision regulations. The ordinance includes amendments to address this issue.                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| SUB        | 4       | Explore the County's statutory obligation to review condo plats.                                                                                                                                                                                                                                                                                                                                    | L        | CAO         |                  | COMPLETED: An Ordinance (effective October 1, 2012) was adopted on September 27, 2012 to update and amend the subdivision regulations. The ordinance includes amendments that no longer requires the County to review condo plats.                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| SUB        | 5       | Reconsider the elimination of the Farm Lot process of subdivision                                                                                                                                                                                                                                                                                                                                   | L        | CD          |                  | COMPLETED: An Ordinance (effective October 1, 2012) was adopted on September 27, 2012 to update and amend the subdivision regulations. The ordinance includes amendments to address this issue.                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| SUB        | 6       | Maximum lot size proposals                                                                                                                                                                                                                                                                                                                                                                          | L        | CD          |                  | COMPLETED: An Ordinance (effective October 1, 2012) was adopted on September 27, 2012 to update and amend the subdivision regulations. This item was not identified by the subdivision regulations workgroup for inclusion in amendments as part of this update process and there are no maximum lot sizes in the Ordinance.                                                                                                                                                                                                                                                                                                                                          |

| Issue Type | Issue # |                                                                                                                                                                                                                                                              | Priority | Lead Agency | Support Agency | Status                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| SUB        | 7       | Make timing of submittal of zoning and subdivision text amendment requests more flexible and substantially shorten timeframe for text amendment review and approval.                                                                                         | L        | CD          | CAO            | COMPLETED: This issue was brought before the BOCC on July 28, 2011 as part of the Priority 2 Zoning Text Amendments. The BOCC recognized that the current process is actually better as it allows any constituent to solicit a request to the BOCC and the BOCC will decide if it is something that should be further examined/developed as a potential amendment. This process saves staff/board time, reduces fees to the applicant and eliminates unnecessary public hearings for a proposal that otherwise does not have some general support to proceed. |
| SUB        | 8       | Existing Dead End Road- reevaluate section 1-16-236 layout.                                                                                                                                                                                                  | L        | CD          |                | COMPLETED: An Ordinance (effective October 1, 2012) was adopted on September 27, 2012 to update and amend the subdivision regulations. The ordinance includes amendments to address this issue.                                                                                                                                                                                                                                                                                                                                                               |
| SUB        | 9       | Addition Plats- Confirmatory Deed Draft to be reviewed by staff prior to approval as it creates a hardship. Is this necessary?                                                                                                                               | L        | CD          |                | COMPLETED: An Ordinance (effective October 1, 2012) was adopted on September 27, 2012 to update and amend the subdivision regulations. The ordinance includes amendments to address this issue.                                                                                                                                                                                                                                                                                                                                                               |
| SUB        | 10      | Correction Plat- Section 1-16-6 (B) (1)- Original owner of original plat reference needs to be removed.                                                                                                                                                      | L        | CD          |                | COMPLETED: An Ordinance (effective October 1, 2012) was adopted on September 27, 2012 to update and amend the subdivision regulations. The ordinance includes amendments to address this issue.                                                                                                                                                                                                                                                                                                                                                               |
| SUB        | 11      | Posting of signs on Minors (Public Notice)- Reconsider this requirement.                                                                                                                                                                                     | L        | CD          |                | COMPLETED: An Ordinance (effective October 1, 2012) was adopted on September 27, 2012 to update and amend the subdivision regulations. A request to require minor subdivision applications be posted was considered but not approved by the BOCC as part of these amendments.                                                                                                                                                                                                                                                                                 |
| SUB        | 12      | Sight Distance-Driveway Separation- Reconsider the requirements                                                                                                                                                                                              | L        | CD          |                | COMPLETED: An Ordinance (effective October 1, 2012) was adopted on September 27, 2012 to update and amend the subdivision regulations. This item was considered by the subdivision regulations workgroup but it was determined that current practices are reasonable.                                                                                                                                                                                                                                                                                         |
| SUB        | 13      | Lot of Record Determination- Reconsider the process of determining subdivision rights. The county's current non-written rule does not look at the entire chain of title for the affected properties.                                                         | L        | CD          |                | COMPLETED: This issue has been addressed. An Ordinance (effective October 1, 2012) was adopted on September 27, 2012 to update and amend the subdivision regulations. As part of this process this item was identified as an issue that will be resolved through creation of a policy and procedure. Over the next months, Staff will move forward with drafting a policy and procedure to address this issue.                                                                                                                                                |
| SUB        | 14      | Reevaluate Plat Notes- Often redundant, unnecessary, documented elsewhere, of no assistance/importance to the final landowner/homeowner.                                                                                                                     | L        | CD          |                | COMPLETED: An Ordinance (effective October 1, 2012) was adopted on September 27, 2012 to update and amend the subdivision regulations. This item was resolved through changes to standard procedures rather than changes within the Ordinance and unnecessary notes have been eliminated.                                                                                                                                                                                                                                                                     |
| SUB        | 15      | State Hwy. And outside review agencies need to review and comment in a timely manner.                                                                                                                                                                        | L        | CD          |                | COMPLETED: County staff has worked with SHA to try to have SHA comments expedited. County staff has also encouraged applicants to work directly with SHA to receive comments in a more timely manner.                                                                                                                                                                                                                                                                                                                                                         |
| SUB        | 16      | Future Subdivision Regulation Revisions-Adequate time to review, adequate notice to the public and reasonable input from the public of proposed revisions.                                                                                                   | ι        | CD          |                | COMPLETED: An Ordinance (effective October 1, 2012) was adopted on September 27, 2012 to update and amend the subdivision regulations. However, this item was resolved through changes to be made to standard procedures rather than changes within the ordinance.                                                                                                                                                                                                                                                                                            |
|            |         | Stormwater Management - SWM                                                                                                                                                                                                                                  |          |             |                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| SWM        | 1       | SWM regulations for simple projects should be streamlined so the 3 separate plans are not required. There should be a different process than the one that is used for large development applications and the revised process should be at a much lower rate. | S        | CD          |                | COMPLETED: An Ordinance that amended the SWM regulations was approved on March 1, 2011. The process is now streamlined and review fees have been reduced approximately 60%.                                                                                                                                                                                                                                                                                                                                                                                   |

| Issue Type | Issue # |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Priority | Lead Agency | Support Agency | Status                                                                                                                                                                                                                                                                                              |
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| SWM        | 2       | SWM regulations for small commercial projects (say < 1.5 acres) have very few options in dealing with SWM.                                                                                                                                                                                                                                                                                                                                                                                                                                   | L        | CD          |                | COMPLETED: MDE Stormwater Management Design Manual provides detailed examples that may be utilized for addressing SWM on such sites. More examples are provided on MDE's Website.                                                                                                                   |
| SWM        | 3       | Evaluate storm water management requirements relating to farm or Agriculture properties                                                                                                                                                                                                                                                                                                                                                                                                                                                      | L        | CD          |                | COMPLETED: MDE now requires stormwater management to be addressed for<br>ag building construction where the proposed disturbed area exceeds 5,000<br>square feet.                                                                                                                                   |
| SWM        | 4       | Evaluate water resource conservation plans relating to farms or Agricultural properties                                                                                                                                                                                                                                                                                                                                                                                                                                                      | L        | CD          |                | COMPLETED: MDE now requires stormwater management to be addressed for ag building construction where the proposed disturbed area exceeds 5,000 square feet.                                                                                                                                         |
| SWM        | 5       | Requirements to mitigate stormwater run-off impacts or buffer streams in excess of requirements of State and/or Federal bodies and on a schedule accelerated over those of State and/or Federal Bodies.                                                                                                                                                                                                                                                                                                                                      | L        | CD          |                | COMPLETED: County SWM requirements do not exceed state requirements .  An Ordinance (13-23-651) was approved on October 31, 2013 that includes Zoning Ordinance amendments to address stream buffer requirements.                                                                                   |
| SWM        | 6       | Environmental Site Design (ESD) criteria are excessively costly and unreasonable for small single family lots. In a related vein the requirement for a roof drainage plan as a basis for placement of rain barrels or rain gardens adds excessively to home cost.                                                                                                                                                                                                                                                                            | ι        | CD          |                | COMPLETED: An Ordinance that amended the SWM regulations was approved on March 1, 2011. The process is now streamlined and review fees have been reduced approximately 60%. Significant time savings have been recognized as well and greater reliance on the licensed applicant has been achieved. |
| SWM        | 7       | Lack of standard notes for individual lot storm water plans gives addressing itself specifically to storm water management plans plan review. Additionally too many plan notes required that have nothing to do with plan implementation. For example: "These plans are designed in accordance with ESD to the BMP". Solutions: Prepare standard notes, confined to what is essential for plan implementation.                                                                                                                               |          | CD          |                | COMPLETED: Standard notes are now being utilized to reduce and/or eliminate these types of comments.                                                                                                                                                                                                |
| SWM        | 8       | Re-examine and revise County adoption of MDE's model stormwater code. For example: Requirement for 3 plan submittals of storm water plans for individual lot results in County review costs being almost three times cost of licensed engineer preparing plan initially. Additionally, up to weeks of County review time can be consumed for each plan submittal. Solutions: reduce plan submittals to 2 or 1 and rely upon seal of licensed P.E. as evidence overhead expense requirements have been satisfied, saving both time and staff. | S        | CD          |                | COMPLETED: An Ordinance that amended the SWM regulations was approved on March 1, 2011. The process is now streamlined and review fees have been reduced approximately 60%. Significant time savings have been recognized as well and greater reliance on the licensed applicant has been achieved. |
| SWM        | 9       | For lot sizes under 10,000 sf and in other situations affected by soil types and slopes, management of storm water on-lot can not be done, a certain percentage of a lot's storm water management improvements to be located within roadway rights-of-way. (See Montgomery County practice.)                                                                                                                                                                                                                                                 | L        | CD          |                | COMPLETED: MDE Stormwater Management Design Manual provides detailed examples that may be utilized for addressing SWM on such sites. More examples are provided on MDE's Website.                                                                                                                   |
| swm        | 10      | Adopt County-wide fee for design and implementation of storm water plans on a watershed basis, instead of individual lot basis. For many areas of County, soil types and topography make on-lot management of storm water run-off physically and economically impractical.                                                                                                                                                                                                                                                                   | ι        | CD          |                | COMPLETED: MDE Stormwater Management Design Manual provides detailed examples that may be utilized for addressing SWM on such sites. More examples are provided on MDE's Website.                                                                                                                   |
| SWM        | 11      | Environmental Site Design (ESD) criteria is unreasonable for small single family lots. They should not be required to go thru 2 reviews.                                                                                                                                                                                                                                                                                                                                                                                                     | L        | CD          |                | COMPLETED: An Ordinance that amended the SWM regulations was approved on March 1, 2011. The process is now streamlined and review fees have been reduced approximately 60%. Significant time savings have been recognized as well and greater reliance on the licensed applicant has been achieved. |
| SWM        | 12      | SWM regulations are a hardship. Underground devices, etc. makes a project too costly. Processes need to be adjusted and possibly improved but changing regulations are needed too and that may take time and be beyond the level of authority locally.                                                                                                                                                                                                                                                                                       | L        | CD          |                | COMPLETED: MDE Stormwater Management Design Manual provides detailed examples that may be utilized for addressing SWM on such sites. More examples are provided on MDE's Website.                                                                                                                   |

| Issue Type | Issue # |                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Priority | Lead Agency | Support Agency | Status                                                                                                                                                                                                                                                                                                                                   |
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| SWM        | 13      | The SWM regulations and processes need to be improved. Separate fees, plans, etc for smaller projects vs. the 3 plan types for larger projects.                                                                                                                                                                                                                                                                                                          | S        | CD          |                | COMPLETED: An Ordinance that amended the SWM regulations was approved on March 1, 2011. Separate fees and single plans are now allowed for smaller projects.                                                                                                                                                                             |
|            |         | General - GEN                                                                                                                                                                                                                                                                                                                                                                                                                                            |          |             |                |                                                                                                                                                                                                                                                                                                                                          |
| GEN        | 1       | Development approval expiration dates and deadlines should be extended based on the continuation of poor economic conditions and the expectation that development regulations are going to be revisited.                                                                                                                                                                                                                                                 | S        | CD          |                | COMPLETED: An Ordinance was approved on March 1, 2011 that extends vesting periods for development applications an additional 3 years.                                                                                                                                                                                                   |
| GEN        | 2       | A driveway fee should not be charged, when an application is made for a building permit, for closed section roads when the construction and inspection is done by DPW inspectors under the PWA/Surety and inspection fees paid thru that process.                                                                                                                                                                                                        | S        | CD          | DPW            | COMPLETED: Resolution 11-12 was approved by the BOCC on May 26, 2011. The Resolution approved an alternative fee schedule that eliminates the driveway permit fee when the apron was constructed under a PWA or a previously approved closed section public road.                                                                        |
| GEN        | 3       | Non residential structures, such as a storage sheds or open pavilions, should not be required to pay excise tax so long as there is a primary structure on the property.                                                                                                                                                                                                                                                                                 | М        | Finance     | Finance, CAO   | COMPLETED: An Ordinance was adopted November 1, 2011 to reduce the excise tax to \$0 for all structures.                                                                                                                                                                                                                                 |
| GEN        | 4       | Eliminate the annual renewal fee for businesses that have security alarms.                                                                                                                                                                                                                                                                                                                                                                               | М        | CD          |                | COMPLETED: A BOCC public hearing and decision was held July 14, 2011 that eliminated the annual renewal fee for businesses that have security alarms.                                                                                                                                                                                    |
| GEN        | 5       | Allow customers to access and use County computers to look up permit information, assessment information, etc                                                                                                                                                                                                                                                                                                                                            | L        | CD          | ΙΙΤ            | <b>COMPLETED:</b> The Customer Service Supervisor has been relocated to the front counter area. She now assists customers and provides information for the customer, which no longer requires them to do it themselves and therefore eliminated the need for them to use the computers.                                                  |
| GEN        | 6       | Period of validity for approved preliminary plans and final site Improvement Plans that are at risk of expiration should be extended for a period of at least 3 years to reflect adjustment for temporary unforeseen consequences of economic downturn as relates to market feasibility and availability of financing required for plan implementation.                                                                                                  | S        | CD          |                | COMPLETED: An Ordinance was approved on March 1, 2011 that extends vesting periods for development applications an additional 3 years.                                                                                                                                                                                                   |
| GEN        | 7       | In guaranteeing completion of public improvements, use of surety bonds should be accepted as an alternative to letters of credit. Frederick County is one of put 2 of 22 Maryland counties that does not accept surety bonds as guarantees for public works agreements. Both cost and ease of procuring security bonds is less demanding than for LOC. Even municipalities within the County will accept surety bond guarantees whereas County will not. | L        | DPW/CAO     | DUSWM          | COMPLETED: This item was brought before the BOCC on 09/01/11 and the BOCC approved with a 4-0-1 vote - DPW Worked with DUSWM and the County Attorney's office to develop a process for accepting bonds in lieu of Letters of Credit and has been now established as an acceptable manner of guaranteeing the completion of improvements. |
| GEN        | 8       | Work to remove widely shared perception that economically harmful BOCC decisions regarding water/sewer classifications and comp plan zoning and transportation designations are a reflection of "payback" to applicants or their representatives holding views unpopular with a majority of the BOCC.                                                                                                                                                    | S        | CD          |                | COMPLETED: This is a statement of perception at the time of decision making. The actions taken are reflective of the overall effort that has undertaken with this BFIA.                                                                                                                                                                  |
| GEN        | 9       | Each prospective land use being considered in a regional Comp Plan should be evaluated in light of projected future needs and consistency with optimizing use of existing infrastructure, rather judging such possible land uses in light of current APFO status.                                                                                                                                                                                        | S        | CD          |                | COMPLETED: This is a statement of perception at the time of decision making. The actions taken are reflective of the overall effort that has undertaken with this BFIA.                                                                                                                                                                  |

| Issue Type | Issue # |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Priority | Lead Agency  | Support Agency | Status                                                                                                                                                                                                                                                                                                                                                                                                         |
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| GEN        | 10      | General: Accomplish a change in staff orientation from one of "Why should I help you?" to "How can I help you?" and mean it. Staff possessing an attitude of rendering service to the public should be given authority and encouraged to exercise judgment to address and solve problems. In the event of conflicting interpretations or requirements among County review agencies there should be an individual designated as having responsibility to resolve such situations whose decisions would be binding on the respective agencies and would serve as precedent for future similar situations. | S M I    | All Agencies |                | <b>COMPLETED:</b> This is a statement of perception at the time of decision making. The actions taken are reflective of the overall effort that has undertaken with this BFIA.                                                                                                                                                                                                                                 |
| GEN        | 11      | Process for notification of builders/contractors of actual or pending changes to building code needs improvement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | _        | CD           |                | COMPLETED: The 2012 Building Code Adoption Process and schedule were established. Notice was given to the FCBA and they participated in all meetings. All information was posted on-line, at the customer service counter and at the work stations where applicants complete permit applications.                                                                                                              |
| GEN        | 12      | Length of time for validity of plans too short, especially given increasing complexity of design issues and regulation and forecasts for extended economic recovery.                                                                                                                                                                                                                                                                                                                                                                                                                                    |          | DUSWM        | DUSWM, CAO     | COMPLETED: Site plans approvals have been extended from 2 years to 3 years. DUSWM has discussed extending this period which may require a Resolution. DUSWM does not object to a 2-year approval, this will be handled administratively with no additional fee until such time the larger approval effort is complete.                                                                                         |
| GEN        | 13      | Re-examination of Impact Fees - Level compared to other counties; school design standards and indexing for increases in school construction costs. Review and roll back summer 2010 school impact fee increases which were increased without justification.                                                                                                                                                                                                                                                                                                                                             | L        | Finance      | CD             | COMPLETED: Impacts on a Growth Task Force Report was released on 2/6/14 that partially addressed this issue. Also, the BOCC allocated funds to update the Tischler report evaluating impact fees in October of 2013. The BOCC adopted the calculated fees as presented by the consultant (TischlerBise) at a public hearing held 6/17/14.                                                                      |
| GEN        | 14      | Lack of proportion/scale in Impact Fees is counter-productive to presumed County encouragement of affordable housing.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | L        | Finance      | CD             | COMPLETED: Impacts on a Growth Task Force Report was released on 2/6/14 that partially addressed this issue. Also, the BOCC allocated funds to update the Tischler report evaluating impact fees in October of 2013. The BOCC adopted the calculated fees as presented by the consultant (TischlerBise) at a public hearing held 6/17/14.                                                                      |
| GEN        | 15      | Period for builder holding an affordable home available for an income- eligible buyer should be reasonably limited.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | М        | Housing      | DHCD           | COMPLETED: BOCC Adopted ordinance 11-20-586 To Amend Chapter 1-6A of the Frederick County Code (Moderately Priced Dwelling Units) to add a payment in lieu option on 09/16/11.                                                                                                                                                                                                                                 |
| GEN        | 16      | For new 2010 Sediment Control Regulation implementation, the recommendation is that "grandfathering" from application of the 2010 regulations be granted automatically to those plans having Preliminary Plan Approval as of the date when the 2010 Sediment Control Regulations were adopted.                                                                                                                                                                                                                                                                                                          | L        | CD           |                | COMPLETED: The updated 2011 Sediment and Erosion Control Regulations are now being utilized.                                                                                                                                                                                                                                                                                                                   |
| GEN        | 17      | Collection of school and library impact fees substantially in advance of designated impact existing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | L        | Finance      | CD             | <b>COMPLETED:</b> Impact fees can be paid at permit application but are not required to be paid until as late as at permit issuance.                                                                                                                                                                                                                                                                           |
| GEN        | 18      | Review and revise as appropriate County "Development Review" fee structure and "Water & Sewer Inspection Fee" structure.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | М        | CD, DUSWM    | HD and others  | COMPLETED: The Development Review schedule has been reviewed and those fees were lowered on July 1, 2011. These fees were part of the DPDR fee schedule that was evaluated and lowered approximately 10%, The Development Review portion of this item has been completed. On February 21, 2013, certain DUSWM fees were lowered relating to this effort; therefore, DUSWM's portion of this item is completed. |

| Issue Type | Issue # |                                                                                                                                                                                                                                                                                                                                                                                                                         | Priority | Lead Agency  | Support Agency | Status                                                                                                                                                                                                                                                                                                                                                                                                        |
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| GEN        | 19      | Targeted user groups should be established to address concerns and issues that don't necessarily apply to all projects (i.e. new residential construction, non residential construction, large development projects, small development projects, etc). Gary and Laurie should work with the Chamber of Commerce, FCBA and others to establish user groups and feedback should be funneled back through Gary and Laurie. | S        | CD           |                | COMPLETED: Targeted user groups have been established by the Chamber of Commerce, FCBA and County staff to address issues including but not limited to APFO, Site plans, SWM, and builder and contractor issues. Frequent meetings have been held and regular meeting will be established. Additionally, regularly scheduled outreach meetings are now held.                                                  |
| GEN        | 20      | Establish a task force, and Charter the group, from those represented at the Nov. 22 meeting to identify ways to cut down on approval timeframes.                                                                                                                                                                                                                                                                       | L        | CD           |                | COMPLETED: Separate effort of a task force unnecessary as issues are being addressed and significant progress toward completion.                                                                                                                                                                                                                                                                              |
| GEN        | 21      | More flexibility must be included in the regulations and staff must have an attitude of "how can we help" and "what can we do to get your project approved". Regulations and policies have eliminated the ability to make good judgment calls.                                                                                                                                                                          | SMI      | All Agencies |                | COMPLETED: BDR surveyed the business and development community and other applicants. The results were presented to the BOCC on August 4, 2011. Over 92% of the respondents said they have noticed some substantial improvement. Over 84% said complying with regulations has become easier. Over 97% said they were satisfied with actions the County has taken to date. Follow-up surveys will also be done. |
| GEN        | 22      | Established policies have almost taken away the ability to be flexible.                                                                                                                                                                                                                                                                                                                                                 | S, M, L  | All Agencies |                | COMPLETED: BDR surveyed the business and development community and other applicants. The results were presented to the BOCC on August 4, 2011. Over 92% of the respondents said they have noticed some substantial improvement. Over 84% said complying with regulations has become easier. Over 97% said they were satisfied with actions the County has taken to date. Follow-up surveys will also be done. |
| GEN        | 23      | Become more customer-oriented.                                                                                                                                                                                                                                                                                                                                                                                          | S, M, L  | All Agencies |                | COMPLETED: BDR surveyed the business and development community and other applicants. The results were presented to the BOCC on August 4, 2011. Over 92% of the respondents said they have noticed some substantial improvement. Over 84% said complying with regulations has become easier. Over 97% said they were satisfied with actions the County has taken to date. Follow-up surveys will also be done. |
| GEN        | 24      | Regulations are not sensitive to businesses that want to expand.                                                                                                                                                                                                                                                                                                                                                        | S, M, L  | All Agencies |                | COMPLETED: BDR surveyed the business and development community and other applicants. The results were presented to the BOCC on August 4, 2011. Over 92% of the respondents said they have noticed some substantial improvement. Over 84% said complying with regulations has become easier. Over 97% said they were satisfied with actions the County has taken to date. Follow-up surveys will also be done. |
| GEN        | 25      | Water/Sewer Plan designations must be used as a <u>positive</u> planning tool and not a way that is harmful to applicants and property owners.                                                                                                                                                                                                                                                                          | L        | CD           |                | COMPLETED: This is a statement of perceptions at the time of decision making. The actions taken are reflective of the overall effort that has undertaken with this BFIA. As an example, staff are taking a number of amendments through the triennial water and sewer update to address certain specific issues that will have positive affects on business opportunities.                                    |
| GEN        | 26      | The validity periods must be longer, APFO and others.                                                                                                                                                                                                                                                                                                                                                                   | М        | CD           | DUSWM, others  | COMPLETED: Ordinance No. 11-21-587 made several changes to the APFO. It included language to allow for longer APFO validity periods at the applicants request. The effective date was Sept. 6, 2011.                                                                                                                                                                                                          |
| GEN        | 27      | Lack of scaleability for Impact Fees hurts affordable housing. For example a 1,500 sq. ft. single family house pays same Impact Fee as a 10,000 sq. ft. single family house. Perhaps there should be a sliding scale based on sq. footage and not just unit type.                                                                                                                                                       | L        | Finance      | CD             | <b>COMPLETED:</b> The BOCC allocated funds to update the Tischler report evaluating impact fees in October 2013. The BOCC adopted the calculated fees as presented by the consultant (TischlerBise) at a public hearing held on 6/17/14.                                                                                                                                                                      |
| GEN        | 28      | Better communication needs to be established so that smaller builders and subcontractors can find out about code changes. Maybe consider more info at the customer service counter or send an email blast with a web link.                                                                                                                                                                                              | L        | CD           | PIO            | COMPLETED: The 2012 Building Code Adoption Process and schedule were established. Notice was given to the FCBA and they participated in all meetings. All information was posted on-line, at the customer service counter and at the work stations where applicants complete permit applications.                                                                                                             |

| Issue Type | Issue # |                                                                                                                                                                                                                                                                        | Priority | Lead Agency  | Support Agency       | Status                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| GEN        | 29      | Issues need to get resolved at the lowest possible level.                                                                                                                                                                                                              | S, M, L  | All Agencies |                      | COMPLETED: The Actions taken are reflective of the overall effort that has undertaken with this BFIA It is also evident in the recent business satisfaction survey sent out by OED. To the extent that issues are brought forth to staff's attention, solutions are being considered to resolve issues.                                                                                                                                                                                                                                                                     |
| GEN        | 30      | Regularly scheduled meetings with the private sector would be helpful in order continue productive lines of communication.                                                                                                                                             | М        | CD           | HD, DUSWM and others | COMPLETED: Planning and Development Review Outreach Meetings have been increased to every other month. Staff have also been open to more informal meetings as issues arise on a given topic or subject area, often developing quick informal workgroups with various stakeholders.                                                                                                                                                                                                                                                                                          |
| GEN        | 31      | Significantly reduce permit review time by eliminating County staff review of matters designed and covered under the certification and seal of a licensed design professional. See same note regarding addressing itself specifically to storm water management plans. | L        | CD           |                      | COMPLETED: Staff has initiated a program that allows pre-application meetings with design professionals to resolve any potential issues that would otherwise be addressed during the formal review process after plans are submitted. Additionally, plan review staff relies more heavily on the certification and seal of the registered design professional for the more specialized details such as structural steel construction, etcand other issues to resolve matters to meet the code requirements and keep responsibility with the registered design professional. |
| GEN        | 32      | There needs to be an improved process that allows for the private sector or those in the industry to make changes through the submission of a text amendment.                                                                                                          | L        | CAO          | CD                   | COMPLETED: This issue ws brought before the BOCC on July 28, 2011 as part of the Priority 2 Zoning Text Amendments. The BOCC recognized that the current process is actually better as it allows any constituent to solicit a request to the BOCC and the BOCC will decide if it is something that should be further examined/developed as a potential amendment. This process saves staff/board time, reduces fees to the applicant and eliminates unnecessary public hearings for a proposal that otherwise does not have some general support to proceed.                |
| GEN        | 33      | Make timing of submittal of zoning and subdivision text amendment requests more flexible and substantially shorten timeframe for text amendment review and approval.                                                                                                   | L        | CAO          | CD                   | COMPLETED: This issue was brought before the BOCC on July 28, 2011 as part of the Priority 2 Zoning Text Amendments. The BOCC recognized that the current process is actually better as it allows any constituent to solicit a request to the BOCC and the BOCC will decide if it is something that should be further examined/developed as a potential amendment. This process saves staff/board time, reduces fees to the applicant and eliminates unnecessary public hearings for a proposal that otherwise does not have some general support to proceed.               |
| GEN        | 34      | The requirements for DUSWM utility easements, specifically extreme width and zero tolerance for landscaping, are not sensitive to good site design particularly in the more urban designed communities.                                                                | L        | DUSWM        | CD                   | COMPLETED: DUSWM plans to conduct joint outreach with CDD and development community representatives. Meeting with CDD on 2/3/12 to discuss landscaping options with respect to DUSWM easements. Discussed at the April 3, 2013 Outreach meeting for additional feedback/input. CDD and DUSWM will conduct pre-application meetings if applicants so request. Each respective agency will have key staff in attendance that is able to make decisions.                                                                                                                       |
| GEN        | 35      | The requirement for water / sewer to be within 90 days of completion prior to recording a lot is unreasonable and a very strict requirement of the County. This is not required any place else in the State.                                                           | L        | DUSWM, CAO   | CD                   | COMPLETED: Staff met with business community representatives on Oct. 26, 2011 and Nov. 14, 2011 and came to an agreement on a revised interpretation and application of Section 1-16-106. This new policy went into effect Jan. 1, 2012.                                                                                                                                                                                                                                                                                                                                    |
| GEN        | 36      | The modified PWA process for on-site water / sewer construction is very costly and burdensome and provides little benefit to the County.                                                                                                                               | L        | CDD          | DUSWM                | COMPLETED: Starting July 1, 2014 the approval of site plans and improvement plans for private water and sewer systems will be taken over by CDD. Once the plans are approved, instead of a MPWA, the inspections will be done through CDD's standard plumbing permit process.                                                                                                                                                                                                                                                                                               |

| Issue Type | Issue # |                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Priority | Lead Agency | Support Agency | Status                                                                                                                                                                                                                                                                                                                                                                                  |
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| GEN        | 37      | Final plat recordation made conditional upon water/sewer connections existing at property line of each lot to be recorded. Similar condition present nowhere else in Maryland. Delays on-set of home sales and construction by six-months for typical new home subdivision. Increases risk and demand on resources.                                                                                                                                           |          | DUSWM, CAO  | CD             | COMPLETED: Staff met with business community representatives on Oct. 26, 2011 and Nov. 14, 2011 and came to an agreement on a revised interpretation and application of Section 1-16-106. This new policy went into effect Jan. 1, 2012.                                                                                                                                                |
| GEN        | 38      | Requirement for soil compaction testing on all excavation and backfill operations within public easements and roadway rights of way. Cost for geotech services typically will run \$4-5k/mo for 6-12 month period for site infrastructure installation. Ultimately, though, the test for adequate soil compaction of roadway is proof-rolling, which means that geo-tech testing in such areas is a needless and wasteful expenditure of financial resources. | L        | DPW         | DUSWM          | COMPLETED: In a letter dated April 6, 2012 to DPW's Charles Nipe from Denise Jacoby, the "(FCBIA) does not support the language of item GEN 38" so it therefore has been considered appropriately addressed.                                                                                                                                                                            |
| GEN        | 39      | Determine rationale for requirement that residential sewer and water lateral connections be covered with 2 feet of clean aggregate fill.                                                                                                                                                                                                                                                                                                                      | S        | CD          |                | COMPLETED: Proper bedding and backfill is required per section 306.3 of the plumbing code. The code also has an amendment that specifies the backfill must be at least 2' cover of 3/4" or smaller crusted stone. This was done to eliminate the need to have someone in a ditch to tamp the lifts and to eliminate the need to have inspection presence during the backfill operation. |
| GEN        | 40      | The new interpretation by the Health Department and the County Attorney's Office that the 5,000 gallon / day septic capacity is inclusive of not only the holding tank / field but all lines, etc is unreasonable. It results in significant project costs and delays as it forces an applicant to go through a water / sewer plan amendment process. This interpretation is unique to Frederick County.                                                      | L        | CD, HD      | CAO            | <b>COMPLETED</b> : The BOCC approved these amendments as part of the Triennial Water and Sewerage Plan adopted 11/17/2011.                                                                                                                                                                                                                                                              |
| GEN        | 41      | The requirement to install a 1,600 gallon grease trap is unreasonable. The requirement to install grease traps outside is unreasonable. Although a waiver process has been established, the Health Department and DUSWM rarely approve these requests process to get a waiver.                                                                                                                                                                                | М        | CD          | HD and DUSWM   | COMPLETED: An Ordinance was adopted on September 29, 2011, eliminating the mandatory grease trap size and location.                                                                                                                                                                                                                                                                     |
| GEN        | 42      | The process required by the County for a private developer to install on site private water and sewer infrastructure is very unreasonable and unique (only in Frederick County). It is very expensive and takes a very long time to meet requirements to get plans approved, post Letters of Credit, record easements and begin construction on the front end then to pay all the inspection fees and get the Letters of Credit released on the back end.     | M        | DUSWM       | DUSWM          | COMPLETED: Starting July 1, 2014 the approval of site plans and improvement plans for private water and sewer systems will be taken over by CDD. Once the plans are approved, instead of a MPWA, the inspections will be done through CDD's standard plumbing permit process.                                                                                                           |
| GEN        | 43      | The MPDU Ordinance needs to be updated. If people are not qualified to take occupancy of an MPDU, then the lots may remain vacant for a very long period of time. Also, need to reevaluate when MPDU's should be required. Is there a better trigger mechanism?                                                                                                                                                                                               |          | Housing     |                | COMPLETED: BOCC Adopted ordinance 11-20-586 To Amend Chapter 1-6A of the Frederick County Code (Moderately Priced Dwelling Units) to add a payment in lieu option on 09/16/11.                                                                                                                                                                                                          |
| GEN        | 44      | The role of SCD needs to be reevaluated to eliminate overlapping responsibilities, improve efficiency and timeliness of reviews/approvals and eliminate unnecessary costs.                                                                                                                                                                                                                                                                                    | L        | CD          | CAO            | COMPLETED: This issue has been addressed. The County and SCD have entered into an MOU (approved 5-22-14) that includes a general summary of consistent efficient and streamlined responsibilities.                                                                                                                                                                                      |

| Issue | Туре | Issue # |                                                                                                                                                                                                                                                                                                                                                   | Priority | Lead Agency | Support Agency | Status                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| GE    | N    | 45      | Based on the current solicitation procedures of the Frederick County Purchasing Dept., local firms will never get a fair shot at participating in publicly funded projects. Frederick County Government is sending money out of the county to pay for projects that could easily be completed by local Architects, Engineers, and Contractors.    | М        | Purchasing  | DPW<br>DUSWM   | COMPLETED: Frederick County purchasing regulations allow for local vendor consideration when certain criteria have been met, thereby giving local business a benefit.                                                                                                                                                                                                                                                                                 |
| GE    | N    | 46      | Reduce or eliminate plan review comments received on 2nd or 3rd review that should have been made during 1st review.                                                                                                                                                                                                                              | L        | CD          |                | COMPLETED: Staff has been instructed to provide a thorough and timely review based on the information that has been submitted by the Applicant. Every effort will be made to provide comments as accurately and as early as possible based on the information that has been submitted to Staff.                                                                                                                                                       |
| GE    | N    | 47      | Communication and coordination with Soil Conservation District must be improved. SCD plan reviews must be consistent with ECS interpretation of the regulations.                                                                                                                                                                                  | L        | CD          |                | COMPLETED: The County and SCD have entered into an MOU (approved 5-22-14) that includes a general summary of consistent efficient and streamlined responsibilities.                                                                                                                                                                                                                                                                                   |
| GE    | N    | 48      | Implement a "Fast Track System" to allow pay and go system for expedited plan review.                                                                                                                                                                                                                                                             | L        | CD          |                | COMPLETED: Expedited plan reviews have been accomplished by eligible applicants taking advantage of our Fast Track process. Additionally, improvements to the permit walk-thru process and other systematic improvements have resulted in greatly reduced plan review time thereby adequately addressing this issue without requiring additional application fees.                                                                                    |
| GE    | N    | 49      | DCMI construction inspection fees must be adjusted downward to reflect current construction market conditions. Current fee structure is artificially high.                                                                                                                                                                                        | М        | DUSWM       |                | <b>COMPLETED:</b> on February 21, 2013, DUSWM presented changes to the BOCC that revised this fee and how it is to be administered. Additionally, other fees related to GEN 18 were updated and DUSWM's portion of GEN is now complete.                                                                                                                                                                                                               |
| GE    | N    | 50      | Right-of-way requirements for utility easements and road right-of-ways must be defined. Currently individual agencies are conflicted as to what is and is not permitted within these right-of-ways. As an example, Planning requires perimeter landscaping within 30-foot W&S easement whereas DUSWM does not permit trees within their easement. | L        | DUSWM       | CD             | COMPLETED: DUSWM plans to conduct joint outreach with CDD and development community representatives. Meeting with CDD on 2/3/12 to discuss landscaping options with respect to DUSWM easements. Discussed at the April 3, 2013 Outreach meeting for additional feedback/input. CDD and DUSWM will conduct pre-application meetings if applicants so request. Each respective agency will have key staff in attendance that is able to make decisions. |
| GE    | N    | 51      | Declarations and Releases of easements (FRO, SWM, Water and Sewer) should be more efficient when done in the usual course of business.                                                                                                                                                                                                            | L        | CAO         | CDD, DUSWM     | COMPLETED: Standard form easement release agreements have been created and were approved by the BOCC on October 20, 2011. This will allow for a more efficient administrative release process.                                                                                                                                                                                                                                                        |
| GE    | N    | 52      | Temporary grading easements should be approved more efficiently and should not require full BOCC approval.                                                                                                                                                                                                                                        | L        | CAO         | CDD            | COMPLETED: A Temporary Grading and Construction Easement Standard Document was presented and approved by the BOCC on June 19, 2014.                                                                                                                                                                                                                                                                                                                   |
| GE    | N    | 53      | Revitalization Area Rehabilitated Structures Tax Credit                                                                                                                                                                                                                                                                                           | S        | CAO         | CDD, FINANCE   | COMPLETED: This issue has been addressed. An Ordinance was approved on September 13, 2012 (effective September 16, 2012) that includes amendments to the zoning ordinance to address this issue.                                                                                                                                                                                                                                                      |
| GE    | N    | 54      | Admissions and Amusement Tax                                                                                                                                                                                                                                                                                                                      | S        | Finance     | CDD, CAO       | COMPLETED: This issue has been addressed. A Resolution was approved on November 1, 2012 (effective February 1, 2013) that includes revisions to address this issue.                                                                                                                                                                                                                                                                                   |
|       |      |         | Zoning - ZON                                                                                                                                                                                                                                                                                                                                      |          |             |                | _                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| ZO    | N    | 1       | Consider changing the minimum lot size requirements in the RC zone from 10 acres back to 5 acres.                                                                                                                                                                                                                                                 | L        | CD          | CAO            | <b>COMPLETED</b> : This item was removed from the Priority 4 text amendment package due to the detrimental impact it would have on the septic tier approval.                                                                                                                                                                                                                                                                                          |
| ZO    | N    | 2       | Revisit the uses allowed in both the Ag and RC zoning districts.                                                                                                                                                                                                                                                                                  | ι        | CD          | CAO            | COMPLETED: Several ordinances have been approved since 2011 to amend the uses allowed in the A and RC zoning districts to address this issue.                                                                                                                                                                                                                                                                                                         |

| Issue Type | Issue # |                                                                                                                                                                                                                                                                                                                                                                                  | Priority | Lead Agency | Support Agency | Status                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| ZON        | 3       | Consider allowing proposed buildings that are intended to be used for agricultural purposes, to be considered an <i>Agricultural Building</i> (and thereby exempt from the building code and the associated fees) if the property is zoned Ag or RC and is less than 25 acres. Currently this is allowed only when zoned Ag and greater than 25 acres from the Zoning Ordinance. | L        | CD          | CAO            | COMPLETED: On 12.2.11 the County stopped requiring the 25 acres as a determining factor to be considered on a Agricultural Building Application.                                                                                                                                                                                                                                                                                                                                                                                                              |
| ZON        | 4       | Revise the VC zoning regulations so the maximum building size is not restricted to 8,000 s.f. and recognize that all VC districts are not the same and should not be subjected to the same requirements. This is further problematic when dealing with an expansion or redevelopment project.                                                                                    | S        | CD          | CAO            | COMPLETED: This issue has been addressed. An Ordinance was approved on May 17, 2011 (effective May 31, 2011) that includes amendments to the zoning ordinance to address this issue.                                                                                                                                                                                                                                                                                                                                                                          |
| ZON        | 5       | Concept plans should not be required for all projects in the VC zoning district and the setback requirements should be more flexible.                                                                                                                                                                                                                                            | S        | CD          | CAO            | COMPLETED: This issue has been addressed. An Ordinance was approved on May 17, 2011 (effective May 31, 2011) that includes amendments to the zoning ordinance to address this issue.                                                                                                                                                                                                                                                                                                                                                                          |
| ZON        | 6       | Revise the Zoning Ordinance to allow for multiple structures on a lot.                                                                                                                                                                                                                                                                                                           | S        | CD          | CAO            | COMPLETED: This issue has been addressed. An Ordinance was approved on May 17, 2011 (effective May 31, 2011) that includes amendments to the zoning ordinance to address this issue.                                                                                                                                                                                                                                                                                                                                                                          |
| ZON        | 7       | Provide more flexibility in the Zoning Ordinance to allow market demand to have some influence on the uses that are permitted, particularly in the MXD / ORI but in others as well.                                                                                                                                                                                              | L        | CD          | CAO            | <b>COMPLETED:</b> This issue was addressed with adoption of the MXD/PUD and Planned Industrial rewrite, Zoning Text Amendments ZT-10-04 and ZT-11-01.                                                                                                                                                                                                                                                                                                                                                                                                         |
| ZON        | 8       | The current process to initiate a Zoning text amendment requires BOCC approval. Consider changing it back to the prior process which required only application / justification to the Planning Commission who in turn made a recommendation to the BOCC. The BOCC did not have to approve each request even before it was initiated and discussed.                               | L        | CAO         | CAO            | COMPLETED: This issue was brought before the BOCC on July 28, 2011 as part of the Priority 2 Zoning Text Amendments. The BOCC recognized that the current process is actually better as it allows any constituent to solicit a request to the BOCC and the BOCC will decide if it is something that should be further examined/developed as a potential amendment. This process saves staff/board time, reduces fees to the applicant and eliminates unnecessary public hearings for a proposal that otherwise does not have some general support to proceed. |
| ZON        | 9       | There needs to be an improved process that allows for the private sector or those in the industry to make changes through the submission of a text amendment.                                                                                                                                                                                                                    | L        | CAO         | CAO            | COMPLETED: This issue was brought before the BOCC on July 28, 2011 as part of the Priority 2 Zoning Text Amendments. The BOCC recognized that the current process is actually better as it allows any constituent to solicit a request to the BOCC and the BOCC will decide if it is something that should be further examined/developed as a potential amendment. This process saves staff/board time, reduces fees to the applicant and eliminates unnecessary public hearings for a proposal that otherwise does not have some general support to proceed. |
| ZON        | 10      | Make timing of submittal of zoning and subdivision text amendment requests more flexible and substantially shorten timeframe for text amendment review and approval.                                                                                                                                                                                                             | L        | CAO         | CAO            | COMPLETED: This issue was brought before the BOCC on July 28, 2011 as part of the Priority 2 Zoning Text Amendments. The BOCC recognized that the current process is actually better as it allows any constituent to solicit a request to the BOCC and the BOCC will decide if it is something that should be further examined/developed as a potential amendment. This process saves staff/board time, reduces fees to the applicant and eliminates unnecessary public hearings for a proposal that otherwise does not have some general support to proceed. |
| ZON        | 11      | The recently adopted PDR regulations in the Zoning Ordinance are not sensitive to market conditions. Design elements such as alley's etc are being promoted / required when it may not make sense for the market.                                                                                                                                                                | L        | CD          | CAO            | COMPLETED: This issue was discussed with the recent development community representative who brought this issue up and the code reference was discussed as to its intent and clarified. All factors and concerns have been addressed.                                                                                                                                                                                                                                                                                                                         |

| Issue Type | Issue # |                                                                                                                                                                                                                                                                                      | Priority | Lead Agency | Support Agency | Status                                                                                                                                                                                                                                                                                                  |
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| ZON        | 12      | The Zoning Ordinance is too difficult to understand. It should be simplified so the average person does not have to hire an attorney or spend a lot of money to understand. In addition, staff could be more helpful (and flexible) in interpreting the requirements.                | L        | CD          | CAO            | COMPLETED: Staff instructed to be helpful.                                                                                                                                                                                                                                                              |
| ZON        | 13      | The parking, lighting and landscaping requirements of the Zoning Ordinance are extremely costly to a project. They also lead to other regulatory hurdles such as the new SWM regulations. They become even more of a hardship for applicants wanting to expand or redevelop a site.  | L        | CD          | CAO            | COMPLETED: Policies and procedures have been created to address this issue.<br>Parking, loading, lighting and landscaping requirements will be evaluated based<br>on the amount of proposed improvement, expansion, or redevelopment. It is<br>applied to the affected area and not in the entire site. |
| ZON        | 14      | The parking, lighting and landscaping requirements need to be revised. All projects, especially those proposing expansion, should not be subjected to the same standards.                                                                                                            | L        | CD          | CAO            | COMPLETED: Policies and procedures have been created to address this issue.<br>Parking, loading, lighting and landscaping requirements will be evaluated based<br>on the amount of proposed improvement, expansion, or redevelopment. It is<br>applied to the affected area and not in the entire site. |
| ZON        | 15      | Need to review and update lighting, landscaping and parking requirements for non-residential uses. One size does not fit all.                                                                                                                                                        | ι        | CD          | CAO            | COMPLETED: Policies and procedures have been created to address this issue.<br>Parking, loading, lighting and landscaping requirements will be evaluated based<br>on the amount of proposed improvement, expansion, or redevelopment. It is<br>applied to the affected area and not in the entire site. |
| ZON        | 16      | The site plan requirements for an existing business that wants to expand are way too restrictive. Requiring an existing business that wants to expand 2,000 s.f. (regardless of the size of the existing business) to go to the Planning Commission is unreasonable and very costly. | S        | CD          | CAO            | COMPLETED: An Ordinance was approved on May 17, 2011 (effective May 31, 2011) that includes amendments to the zoning ordinance to address this issue.                                                                                                                                                   |
| ZON        | 17      | Review of definitions and uses in the Agriculture (Ag) and Resources Conservation (RC) districts                                                                                                                                                                                     | L        | CD          | CAO            | <b>COMPLETED:</b> Several ordinances have been approved since 2011 to amend the uses allowed in the A and RC zoning districts to address this issue.                                                                                                                                                    |
| ZON        | 18      | Reconsider the minimum lot size in the RC district                                                                                                                                                                                                                                   | L        | CD          | CAO            | COMPLETED: This item was removed from the Priority 4 text amendment package due to the detrimental impact it would have on the septic tier approval.                                                                                                                                                    |
| ZON        | 19      | Reconsider the recent Streamside buffers requirements                                                                                                                                                                                                                                | ι        | CD          | CAO            | COMPLETED: An Ordinance (13-23-651) was approved on October 31, 2013 (effective November 10, 2013) that includes amendments to the zoning ordinance to address this issue.                                                                                                                              |
| ZON        | 20      | Discuss maximum lot size proposals                                                                                                                                                                                                                                                   | L        | CD          | CAO            | COMPLETED: This item was removed from the Priority 4 text amendment package due to the detrimental impact it would have on the septic tier approval.                                                                                                                                                    |
| ZON        | 21      | Discuss reverse setbacks                                                                                                                                                                                                                                                             | L        | CD          | CAO            | COMPLETED: Setbacks are established in the Zoning Ordinance and the Board of<br>Appeals will consider variations under certain circumstances. "Reverse setback"<br>is not a term that is defined.                                                                                                       |
| ZON        | 22      | Reevaluate the signage requirements for farm business signs – size and setback                                                                                                                                                                                                       | S        | CD          | CAO            | COMPLETED: This issue has been addressed. An Ordinance was approved on May 17, 2011 (effective May 31, 2011) that includes amendments to the zoning ordinance to address this issue.                                                                                                                    |
| ZON        | 23      | Discuss the definition of agriculture building                                                                                                                                                                                                                                       | L        | CD          | CAO            | COMPLETED: Definition of Ag Building has been clarified in the building code that was adopted and went into effect July 1, 2012.                                                                                                                                                                        |
| ZON        | 24      | Discuss Differential Ag and RC land use restrictions in Priority Preservation<br>Areas (PPAs)                                                                                                                                                                                        | L        | CD          | CAO            | COMPLETED: An Ordinance was approved on October 27, 2011 (effective November 7, 2011) that includes amendments to the zoning ordinance to address this issue.                                                                                                                                           |

| Issue Type | Issue # |                                                                                                                                                                                                         | Priority | Lead Agency | Support Agency | Status                                                                                                                                                                                                                              |
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| ZON        | 25      | County mandating lower parking ratios for commercial uses makes County un-<br>competitive in competition for tenants and users who value parking and have<br>high parking ratio requirements.           | L        | CD          | CAO            | COMPLETED: Policies and procedures have been created to address this issue.  Amendments to provide increased flexibility have been further clarified for implementation by Staff and FCPC.                                          |
| ZON        | 26      | Change County Stream Buffer Ordinance to setbacks existing prior to adoption of current ordinance by prior BOCC requiring 150-foot setback from stream.                                                 | L        | CD          | CAO            | COMPLETED: An Ordinance (13-23-651) was approved on October 31, 2013 (effective November 10, 2013) that includes amendments to the zoning ordinance to address this issue.                                                          |
| ZON        | 27      | Requirements to mitigate stormwater run-off impacts or buffer streams in excess of requirements of State and/or Federal bodies and on a schedule accelerated over those of State and/or Federal Bodies. | L        | CD          | CAO            | COMPLETED: An Ordinance (13-23-651) was approved on October 31, 2013 (effective November 10, 2013) that includes amendments to the zoning ordinance to address this issue.                                                          |
| ZON        | 28      | Change of use applications should be simplified and potentially have different levels of approval and review, depending on the requested change and complexities.                                       | S        | CD          | CAO            | COMPLETED: This issue has been addressed in the Expedited Commercial Permit Process presented February 3, 2011.                                                                                                                     |
| ZON        | 29      | There needs to be a better way to allow uses that are not included in the Zoning Ordinance matrix, other than requiring an applicant to go through the long, expensive text amendment process.          | М        | CD          | CAO            | COMPLETED: This issue was addressed in Text Amendment ZT-09-03 . The Zoning Administrator may make a determination that a proposed use is permitted due to its similarity to a particular use permitted within the zoning district. |
| ZON        | 30      | Ag District, Landscape Contractors                                                                                                                                                                      | S        | CD          | CAO            | COMPLETED: An Ordinance was approved on May 17, 2011 (effective May 31, 2011) that includes amendments to the zoning ordinance to address this issue.                                                                               |
| ZON        | 31      | Ag District, Private and/or Municipal Parks                                                                                                                                                             | S        | CD          | CAO            | COMPLETED: An Ordinance was approved on May 17, 2011 (effective May 31 2011) that includes amendments to the zoning ordinance to address this issue.                                                                                |
| ZON        | 32      | VC District, Duplex and Two-family units                                                                                                                                                                | S        | CD          | CAO            | COMPLETED: An Ordinance was approved on May 17, 2011 (effective May 31, 2011) that includes amendments to the zoning ordinance to address this issue.                                                                               |
| ZON        | 33      | VC District, Setbacks                                                                                                                                                                                   | S        | CD          | CAO            | COMPLETED: An Ordinance was approved on May 17, 2011 (effective May 31, 2011) that includes amendments to the zoning ordinance to address this issue.                                                                               |
| ZON        | 34      | Site Plans, Minor Modification to Building Footprint                                                                                                                                                    | S        | CD          | CAO            | COMPLETED: An Ordinance was approved on May 17, 2011 (effective May 31, 2011) that includes amendments to the zoning ordinance to address this issue.                                                                               |
| ZON        | 35      | Site Plans, Minor Expansion to Existing Building                                                                                                                                                        | S        | CD          | CAO            | COMPLETED: An Ordinance was approved on May 17, 2011 (effective May 31, 2011) that includes amendments to the zoning ordinance to address this issue.                                                                               |
| ZON        | 36      | Site Plans, Type III                                                                                                                                                                                    | S        | CD          | CAO            | COMPLETED: Policies and procedures have been created to address this issue.  Amendments to provide increased flexibility have been further clarified for implementation by Staff.                                                   |

| Issue Type | Issue # |                                                                                                                                                                                                                                                                                    | Priority | Lead Agency | Support Agency | Status                                                                                                                                                                                                                                               |
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| ZON        | 37      | Site Plans, Change in Use                                                                                                                                                                                                                                                          | S        | CD          | CAO            | COMPLETED: Policies and procedures have been created to address this issue.<br>Amendments to provide increased flexibility have been further clarified for<br>implementation by Staff.                                                               |
| ZON        | 38      | Signs, Variable/Electronic Messaging                                                                                                                                                                                                                                               | S        | CD          | CAO            | COMPLETED: An Ordinance was approved on May 17, 2011 (effective May 31, 2011) that includes amendments to the zoning ordinance to address this issue.                                                                                                |
| ZON        | 39      | LI/GI, Industrial Standards                                                                                                                                                                                                                                                        | М        | CD          | CAO            | COMPLETED: An Ordinance was approved on October 27, 2011 (effective November 7, 2011) that includes amendments to the zoning ordinance to address this issue.                                                                                        |
| ZON        | 40      | Ag District,- Public and Private Schools are not permitted within the Ag zone. The uses were removed as permitted within the district due to concerns with well and septic development, location outside of priority funding areas, and commercial development within the Ag zone. | L        | CD          | CAO            | COMPLETED: A public hearing was held on October 31, 2013 and text was approved (effective November 10, 2013) that includes amendments to the zoning ordinance to address this issue.                                                                 |
| ZON        | 41      | Ag Cluster Rights - Ag clustering option is separate from 3 lots and remainder text within zoning ordinance. Should the clustering and subdivision text be combined, remain within the zoning ordinance, and/or move to the subdivision ordinance.                                 | L        | CD          | CAO            | COMPLETED: An Ordinance (effective October 1, 2012) was adopted on September 27, 2012 to update and amend the subdivision regulations. The ordinance included amendments to address Ag and Residential Clustering through the subdivision ordinance. |
| ZON        | 42      | I/OSR Floating Zones - Recent discussions included evaluation of whether uses permitted solely through I/OSR floating zones are acceptable uses within the zoning districts where previously permitted and should not require floating zone approval.                              | M-L      | CD          | CAO            | COMPLETED: An Ordinance was approved on May 17, 2011 (effective May 31, 2011) that includes amendments to the zoning ordinance to address this issue.                                                                                                |
| ZON        | 43      | Residential Properties, Accessory Uses (domestic animals - Recent discussion of reducing the number of permitted domestic animals. Existing text limits the number of permitted domestic animals to 9, Farm parcels are exempt                                                     | L        | CD          | CAO            | COMPLETED: As part of the Priority 3 Text Amendment Worksession held on March 1, 2012 the BOCC voted to take no action on this request.                                                                                                              |
| ZON        | 44      | Residential Properties, Accessory Uses (3 acre req.) - Recent discussions of reducing the minimum 3 acre requirement for keeping farm animals in residential districts. The issue was discussed in relation to beekeeping and 4H projects where properties are less than 3 acres.  | L        | CD          | CAO            | COMPLETED: An Ordinance was approved on April 17, 2012 (effective April 27, 2012) that includes amendments to the zoning ordinance to address this issue.                                                                                            |
| ZON        | 45      | Sign Calculations, Applying based on Use vs. Zoning Dist                                                                                                                                                                                                                           | М        | CD          | CAO            | COMPLETED: An Ordinance was approved on October 27, 2011 (effective November 7, 2011) that includes amendments to the zoning ordinance to address this issue.                                                                                        |
| ZON        | 46      | Sign Calculations, Zoning ordinance currently restricts signage on multiple sides of building, facing two or more streets.                                                                                                                                                         | М        | CD          | CAO            | COMPLETED: This issue has been addressed. An Ordinance was approved on October 27, 2011 (effective November 7, 2011) that includes amendments to the zoning ordinance to address this issue.                                                         |

| Issue Type | Issue # |                                                                                                                                                                                                                                                                                                                        | Priority | Lead Agency | Support Agency | Status                                                                                                                                                                                                                                                                  |
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| ZON        | 47      | 'SE' Special Exception Uses - Several special exception uses could be processed administratively by zoning certificate (temporary trailers and accessory apartments) or by a site plan 'PS' (vet clinics in GC zone and auto services in LI zone).                                                                     | М        | CD          | CAO            | COMPLETED: An Ordinance was approved on October 27, 2011 (effective November 7, 2011) that includes amendments to the zoning ordinance to address this issue.                                                                                                           |
| ZON        | 48      | GC/LI District, Outdoor Storage - Zoning ordinance currently requires that storage of equipment, materials, or products in the GC and LI Districts shall be conducted within completely enclosed buildings or outdoors only when completely screened by a wall, opaque fence, or planting                              | М        | CD          | CAO            | COMPLETED: An Ordinance was approved on October 27, 2011 (effective November 7, 2011) that includes amendments to the zoning ordinance to address this issue.                                                                                                           |
| ZON        | 49      | Variances and Setback/Design Modifications - Increase flexibility in existing language to provide for requests to modify a standard which has minimal to no effect to surrounding properties but requires a variance.                                                                                                  | М        | CD          | CAO            | COMPLETED: The zoning ordinance currently permits modifications per section 1-19-6.110 through 6.160.                                                                                                                                                                   |
| ZON        | 50      | Flooding Soils - The NRCS soil mapping process can be burdensome and expensive for applicants and testing has often resulted in notification that the development area does not contain flooding soils.                                                                                                                | L        | CD          | CAO            | COMPLETED: Policies and procedures have been created to address this issue.  Amendments to provide increased flexibility have been further clarified for implementation by Staff.                                                                                       |
| ZON        | 51      | Amend the Zoning Ordinance and possibly the Comprehensive Land Use Plan so that PATH nor other utilities can drop a substation or pumping station into the middle of the residential area.                                                                                                                             |          |             |                | COMPLETED: An Ordinance was approved on September 6, 2012 (effective September 16, 2012) that includes amendments to the zoning ordinance to address this issue.                                                                                                        |
| ZON        | 52      | Request to revise and amend Section 1-19-8.240. (A) (5) "Home Occupations" of the Frederick County Code to allow a "Restricted Funeral Establishment" licensed by the State of Maryland as a Home Occupation in the Resource Conservation Zoning District subject to the standards and conditions for Home Occupations |          |             |                | COMPLETED: This issue ws brought before the BOCC on July 28, 2011 as part of the Priority 2 Zoning Text Amendments. The BOCC recognized that this was not an appropriate home occupation type use and did not want to proceed with any changes related to this request. |
| ZON        | 53      | Current street signage requirements for low volume low speed residential streets are excessive.                                                                                                                                                                                                                        | L        | DPW         | CD             | COMPLETED: Street signage and speed limit signs are addressed by the Manual Uniform Traffic Central Devices (MUTCD) as adopted by the County and administered by DPW.                                                                                                   |
| ZON        | 54      | Request to revise and amend Section 1-19-11.100 "Limited Roadside Stand" definition to increase the maximum square footage permitted for agricultural product sales.                                                                                                                                                   | L        | CD          | CAO            | COMPLETED: An Ordinance was approved on October 27, 2011 (effective November 7, 2011) that includes amendments to the zoning ordinance to address this issue.                                                                                                           |
| ZON        | 55      | Farm Vehicle Storage                                                                                                                                                                                                                                                                                                   | S        | CD          | CAO            | COMPLETED: An Ordinance was approved on May 17, 2011 (effective May 31, 2011) that includes amendments to the zoning ordinance to address this issue.                                                                                                                   |
| ZON        | 56      | On-Farm Food Waste Composting and Food Waste Digestion Activities                                                                                                                                                                                                                                                      | L        | CD          | CAO            | COMPLETED: The State of Maryland is in the process of updating On-Farm composting regulations. Local regulations should not conflict with State regulations and therefore will not move forward until State regulations are adopted.                                    |
| ZON        | 57      | Develop a Mixed Use Eucliden Zoning District                                                                                                                                                                                                                                                                           | L        | CD          | CAO            | COMPLETED: An Ordinance was approved on November 22, 2011 (effective December 2, 2011) that includes amendments to the zoning ordinance to address this issue.                                                                                                          |

| Issue Type | Issue # |                                                                                                                                                                                                                                                                                                                                                         | Priority | Lead Agency | Support Agency | Status                                                                                                                                                                                                    |
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| ZON        | 58      | Request to reconsider the prior request to revise and amend Section 1-19-8.240.  (A) (5) "Home Occupations" of the Frederick County Code to allow a "Restricted Funeral Establishment" licensed by the State of Maryland as a Home Occupation in the Resource Conservation Zoning District subject to the standards and conditions for Home Occupations | L        | CD          | CAO            | COMPLETED: An Ordinance was approved on April 17, 2012 (effective April 27, 2012) that includes amendments to the zoning ordinance to address this issue.                                                 |
| ZON        | 59      | Communication Towers: A request has been received for consideration of amendments to the Permitted Use Criteria for Communication Towers in section 1-19-8.420.2. The amendments would address use of wireless communication towers in existence on or before 11/26/99.                                                                                 | L        | CD          | CAO            | COMPLETED: An Ordinance was approved on June 21, 2012 (effective July 1, 2012) that includes amendments to the zoning ordinance to address this issue.                                                    |
| ZON        | 60      | Funeral Home Accessory Use to a Cemetery/Memorial Garden in the Ag District                                                                                                                                                                                                                                                                             | L        | CD          | CAO            | COMPLETED: A public hearing was held on October 31, 2013 and text was approved (effective November 10, 2013) that includes amendments to the zoning ordinance to address this issue.                      |
| ZON        | 61      | Allow Bed and Breakfast in the R3 Zoning District                                                                                                                                                                                                                                                                                                       | L        | CD          | CAO            | COMPLETED: An Ordinance was approved on April 17, 2012 (effective April 27, 2012) that includes amendments to the zoning ordinance to address this issue.                                                 |
| ZON        | 62      | Amend the residential accessory use section for properties to allow free standing signage of up to 6 square feet of free-standing signage.                                                                                                                                                                                                              | L        | CD          | CAO            | COMPLETED: An Ordinance was approved on April 17, 2012 (effective April 27, 2012) that includes amendments to the zoning ordinance to address this issue.                                                 |
| ZON        | 63      | To remove the restrictions that prohibit video lottery terminals and facilities in the county.                                                                                                                                                                                                                                                          | L        | CD          | CAO            | COMPLETED: An Ordinance was approved on April 17, 2012 (effective April 27, 2012) that includes amendments to the zoning ordinance to address this issue.                                                 |
| ZON        | 64      | To exempt certain signage and allowing for signs affixed to a bus shelter or transit center information kiosk to be exempt from the zoning ordinance.                                                                                                                                                                                                   | L        | CD          | CAO            | COMPLETED: An Ordinance was approved on April 17, 2012 (effective April 27, 2012) that includes amendments to the zoning ordinance to address this issue.                                                 |
| ZON        | 65      | Consider deleting the piecemeal zoning map amendment application restrictions to April and October in section 1-19-3.110.2                                                                                                                                                                                                                              | L        | CD          | CAO            | COMPLETED: An Ordinance was approved on April 17, 2012 (effective April 27, 2012) that includes amendments to the zoning ordinance to address this issue.                                                 |
| ZON        | 66      | To require/permit MPDU regulations as part of an R1 development                                                                                                                                                                                                                                                                                         | L        | CD          | CAO            | COMPLETED: An Ordinance was approved on April 17, 2012 (effective April 27, 2012) that includes amendments to the zoning ordinance to address this issue.                                                 |
| ZON        | 67      | BOA Request to Change the variance requirement to add 'practical difficulty' standard as part of a variance request.                                                                                                                                                                                                                                    | L        | CD          | CAO            | <b>COMPLETED</b> : This was a Staff initiated item and after further research it was determined that a text amendment was not necessary to address the issue. Therefore, the item is considered COMPLETE. |
| ZON        | 68      | Consider revising section 1-19-10.400, the Mineral Mining floating zone, to address MDE permitting coordination issues                                                                                                                                                                                                                                  | L        | CD          | CAO            | COMPLETED: An Ordinance was approved on April 17, 2012 (effective April 27, 2012) that includes amendments to the zoning ordinance to address this issue.                                                 |
| ZON        | 69      | Consolidate regulations regarding accessory structures on Residential Properties from section 1-19-4.300.2 into section 1-19-8.240                                                                                                                                                                                                                      | L        | CD          | CAO            | COMPLETED: An Ordinance was approved on April 17, 2012 (effective April 27, 2012) that includes amendments to the zoning ordinance to address this issue.                                                 |
| ZON        | 70      | Consider updating definition and regulations related to Family Day Care Home for consistency with the State of MD regulations for Large and Small Family Child Care Home                                                                                                                                                                                | L        | CD          | CAO            | COMPLETED: An Ordinance was approved on April 17, 2012 (effective April 27, 2012) that includes amendments to the zoning ordinance to address this issue.                                                 |
| ZON        | 71      | Consider revising section 1-19-5.300 to permit Farm Winery Tasting Room through the site plan review process in the RC zoning district                                                                                                                                                                                                                  | L        | CD          | CAO            | COMPLETED: An Ordinance was approved on April 17, 2012 (effective April 27, 2012) that includes amendments to the zoning ordinance to address this issue.                                                 |

| Issue Type                 | Issue # |                                                                                                                                                                                                                                             | Priority | Lead Agency | Support Agency | Status                                                                                                                                                                                                                     |
|----------------------------|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ZON                        | 72      | Consider revising section 1-19-5.300 to permit Farm Brewery Tasting Room through the site plan review process in the RC zoning district                                                                                                     | L        | CD          | CAO            | COMPLETED: An Ordinance was approved on April 17, 2012 (effective April 27, 2012) that includes amendments to the zoning ordinance to address this issue.                                                                  |
| ZON                        | 73      | Consider revising 'Aircraft Landing and Storage, private' in the Ag Zone to permit the use of the facility by specific designated individuals, in addition to the owner, for aircraft landing and storage of up to a maximum of 12 aircraft | L        | CD          | CAO            | COMPLETED: A public hearing was held on October 31, 2013 and text was approved (effective November 10, 2013) that includes amendments to the zoning ordinance to address this issue.                                       |
| ZON                        | 74      | To remove standard of no structural alterations for changes in use for a non-conforming use to another non-conforming use.                                                                                                                  |          |             |                | <b>COMPLETED:</b> This was a Staff initiated item and after further research it was determined that a text amendment was not necessary to address the issue. Therefore, the item is considered COMPLETE.                   |
| ZON                        | 75      | To permit Public and Private schools in the Ag, RC, and LI Districts.                                                                                                                                                                       | L        | CD          | CAO            | <b>COMPLETED:</b> A public hearing was held on October 31, 2013 and text was approved (effective November 10, 2013) that includes amendments to the zoning ordinance to address this issue.                                |
| ZON                        | 76      | Consider revising section 1-19-6.310 to permit way finding or other on-site directional signs to be approved by the zoning administrator and clarify that they shall not count toward the maximum size permitted.                           | L        | CD          | CAO            | <b>COMPLETED:</b> This issue has been addressed. A public hearing was held on October 31, 2013 and text was approved (effective November 10, 2013) that includes amendments to the zoning ordinance to address this issue. |
| ZON                        | 77      | Consider revising the zoning ordinance regarding review and processing of communication towers to address compliance with federal law                                                                                                       | L        | CD          | CAO            | COMPLETED: As per the County Attorney's Office the FCC is formulating additional regulations on this issue which needs to be finished prior to additional review by the County.                                            |
| ZON                        | 78      | Consider revising the zoning ordinance to add 'Single Room Occupancy' and a new land use permitted in certain zoning districts                                                                                                              | L        | CD          | CAO            | COMPLETED: Zoning Ordinance allows Zoning Administrator to permit alternative dwelling types within already established residential uses terms and definitions within the Zoning Ordinance.                                |
| ZON                        | 79      | Consider revising the zoning ordinance to permit 'RV Storage' in the Agricultural zoning district in conjunction with an existing RV sales and service center.                                                                              | L        | CD          | CAO            | <b>COMPLETED:</b> A public hearing was held on October 31, 2013 and text was approved (effective November 10, 2013) that includes amendments to the zoning ordinance to address this issue.                                |
| ZON                        | 80      | Consider revising the zoning ordinance to increase the number of permitted land uses within the ORI zoning district.                                                                                                                        | L        | CD          | CAO            | <b>COMPLETED:</b> On December 20, 2013 this request was withdrawn and the item is therefore considered complete.                                                                                                           |
| ZON                        | 81      | Consider revising the Institutional Floating Zone to allow the zone to be applied to additional comprehensive plan land use designations and to expand the size and location criteria.                                                      | ι        | CD          | CAO            | COMPLETED: A public hearing was held on October 31, 2013 and text was approved (effective November 10, 2013) that includes amendments to the zoning ordinance to address this issue.                                       |
| Water and Sewer Plan - WSP |         |                                                                                                                                                                                                                                             |          |             |                |                                                                                                                                                                                                                            |
| WSP                        | 1       | Expansion of Service Area for sub-regional and adjacent to service areas                                                                                                                                                                    | L        | CD          | CAO            | COMPLETED: The BOCC approved these amendments as part of the Triennial Water and Sewerage Plan adopted 11/17/2011.                                                                                                         |
| WSP                        | 2       | Connection to Denied Access Lines for Institutional Uses                                                                                                                                                                                    | L        | CD          | CAO            | COMPLETED: The BOCC approved these amendments as part of the Triennial Water and Sewerage Plan adopted 11/17/2011.                                                                                                         |
| WSP                        | 3       | Allow Amendment from Planned Service (PS) to a 4 or 3 classification                                                                                                                                                                        | L        | CD          | CAO            | COMPLETED: The BOCC approved these amendments as part of the Triennial Water and Sewerage Plan adopted 11/17/2011.                                                                                                         |
| WSP                        | 4       | Initiate Text Amendment to permit Public Service Facility to access Denied Access Lines                                                                                                                                                     |          | CD          | CAO            | COMPLETED: Initiated as part of Spring 2012 Water Sewer Amendments                                                                                                                                                         |